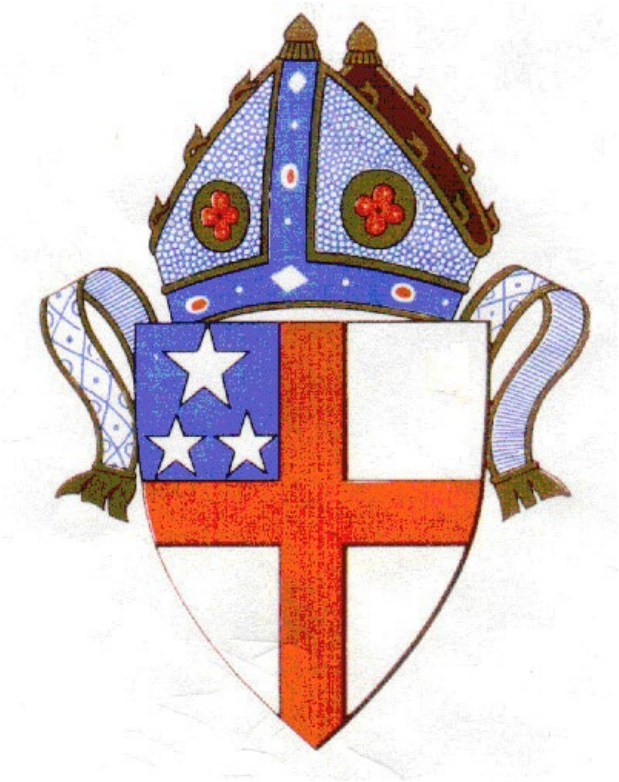
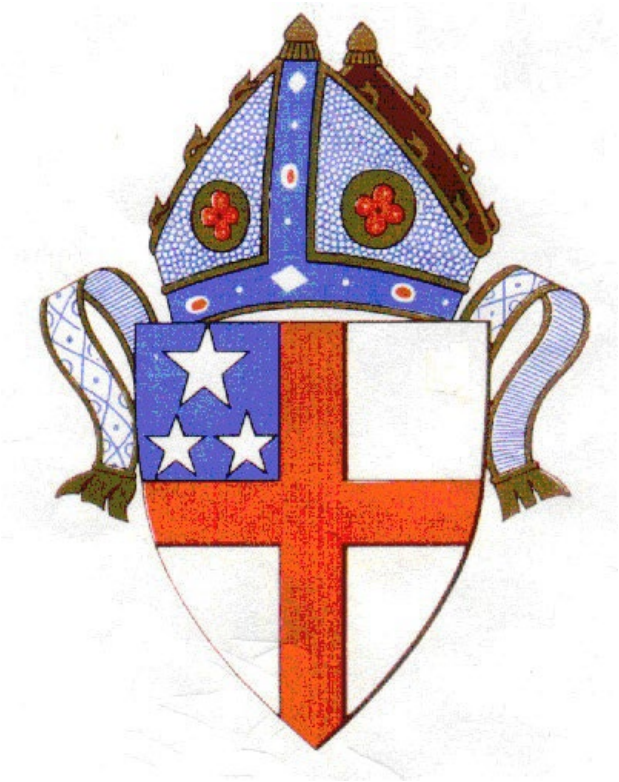
# DIOCESE OF WELLINGTON



# MANUAL OF DIOCESAN CANONS, RESOLUTIONS AND STANDING ORDERS

# 2024

# DIOCESE OF WELLINGTON



# MANUAL OF DIOCESAN CANONS

# 2024

I certify that the following are the Diocesan Canons of

the Diocese of Wellington now in force

+ JUSTIN DUCKWORTH

Dated

21 October 2024

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# NO 1

# DIOCESAN BISHOPS

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## A Diocesan Canon to provide for the offices of Diocesan Bishop and Assistant Bishops in the Diocese

### 1 Title

This Diocesan Canon may be cited as the Diocesan Bishops Canon 1993.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires, -

**Board** means the Wellington Diocesan Board of Trustees.

### 3 Authorisation of office of Diocesan Bishop

(1) The Bishop of Wellington must be elected in accordance with the provisions of clause E.10 of the Constitution/te Pouhere, and of clauses 2.1, and 2.3 to 2.10 of Title A, Canon I, and must exercise primary episcopal care and oversight of the Diocese.

(2) Synod may make regulations for the conduct of any Electoral College, but the College has final responsibility for its own procedures in accordance with clause 2.8 of Title A, Canon I.

(3) In the event of the office of Bishop becoming vacant, a meeting of Synod must be convened to determine matters related to future episcopal oversight in the Diocese before the Electoral College meets.

### 4 Authorisation of offices of Assistant Bishop

Synod may create one or more offices of Assistant Bishop in the Diocese, subject to the provisions of Title A, Canon I.

### 5 Duties of Assistant Bishops

(1) The duty of an Assistant Bishop is to perform such episcopal acts as the Bishop requires.

(2) Upon the Bishop ceasing to hold office, the duties of each Assistant Bishop are subject to review by Synod or Diocesan Council, in consultation with that Assistant Bishop.

**6 Emoluments of Assistant Bishops**

(1) Subject to section 13 of the Diocesan Finance Canon 2017, the emoluments of an Assistant Bishop, whether payable by way of stipend, allowances, or otherwise, are in the aggregate such annual sum as Diocesan Council determines.

(2) If an Assistant Bishop does not hold some other office in the Church providing a house free of charge for rent, rates, taxes, insurance, repairs, and telephone rental, the Assistant Bishop is entitled to a house allowance at a rate to be fixed by Synod, or by Diocesan Council if Synod is not in session.

**7 House for Assistant Bishops**

(1) If an Assistant Bishop is entitled to a house allowance under section 6 of this Diocesan Canon, Diocesan Council may, after consulting with that Assistant Bishop and the Board, permit that Assistant Bishop to occupy a property already owned by the Board free of charge for rent, rates, taxes, insurance premiums, repairs, and telephone rental, or to be acquired by the Board for that purpose by purchase or lease.

(2) Any property purchased under this section must be vested in the Wellington Diocesan Board of Trustees – General Trusts

**8 When emoluments become due**

The emoluments to an Assistant Bishop become due from the date on which the Primate gives effect to the appropriate nomination.

**9 When emoluments cease**

(1) Where the licence of an Assistant Bishop is withdrawn in accordance with the Title A, Canon I following a review of the licence by the successor of the Bishop who issued it, the emoluments of the Assistant Bishop must continue to be paid up to the date of the Assistant Bishop ceasing to hold that office.

(2) In the event of an Assistant Bishop ceasing to hold that office for any other reason, the emoluments must continue to be paid for six months after the date of that Bishop ceasing to hold that office.

(3) In any case to which subsection (2) of this section applies, the emoluments of any other office held by that Assistant Bishop during that period of six months, must be deducted from that provided under subsection (2).

**10 Application of house when not required**

When any property referred to in section 7 is no longer required for an Assistant Bishop, it must be held for, or if sold, the proceeds applied to, such religious or charitable purposes as Synod or Diocesan Council may determine.

**11 Actions of Diocesan Council and Board**

Any exercise by Diocesan Council or the Board of the authorities conferred by this Diocesan Canon are to be treated as if directed by Synod, and neither Diocesan Council nor the Board nor any member of either of those bodies may be held responsible or liable as the result of having exercised any such authority.

**12 Grants for staff assistance**

In the event of an Assistant Bishop holding office as a Vicar or Priest in Charge of a Mission Unit, Diocesan Council may grant to the vestry of that Mission Unit, out of the General Diocesan Fund, or any other fund available for the purpose, such sum of money as it considers reasonable to give to that Bishop additional staff assistance necessary or desirable to enable that Bishop to undertake the duties of an Assistant Bishop.

**13 Repeal and saving**

(1) The Assistant Bishops Act 1992 is repealed.

(2) Persons who hold the office of Assistant Bishop before the commencement of this Diocesan Canon are to be treated as being appointed and hold office under this Diocesan Canon.

# NO 2

# DIOCESAN BURIAL GROUNDS

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## A Diocesan Canon to regulate the management, care, and maintenance of burial grounds

### 1 Title

This Diocesan Canon may be cited as the Diocesan Burial Grounds Canon 1992.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires, -

**Bishop** includes the Vicar-General

**Board** means a Board of Managers as described in section 3

**burial ground** means all grounds for burials vested in a Mission Unit property trust or vested in the Wellington Diocesan Board of Trustees.

### 3 Boards of Managers

(1) For each burial ground there must be a Board of Managers, comprising the vicar and two Parishioners appointed annually by the vestry of the Mission Unit in which the burial ground is situated.

(2) If no appointment of Parishioners is made by the vestry, the church wardens of that Mission Unit and the vicar comprise the Board.

(3) The members of each Board of Managers are statutory managers for the purposes of section 32 of the Burial and Cremation Act 1964.

### 4 Maintenance of burial grounds

The Board -

(a) must maintain the burial ground in good order and condition, to the satisfaction of the diocesan Property Manager or other person appointed by the Bishop; and

(b) may make rules and regulations for the control and maintenance of the burial ground, but no such rules and regulations shall be finally adopted by the Board until they have been approved by Diocesan Council.

### 5 Mandatory rules

The following provisions apply to all burial grounds and must be incorporated in the rules and regulations made by the Board:

(a) at all interments in a burial ground, a burial service duly authorised by the Bishop for burial is to be used by a clergy person or lay minister, but in the case of an interment permitted of a non-member of the Church, the burial service of any Christian denomination to which the deceased belonged may, with the consent of the vicar, be used by a minister of that denomination:
(b) each Board must make a plan of each of its burial grounds denoting the position and number of plots, and a duplicate of each such plan must be kept in the Diocesan Office:
(c) a register of plot holders must be kept by the Board:
(d) no burial may be permitted in any burial ground without the authority of the Board, and no grave dug in a burial ground except by a person approved by the Board:
(e) the Board must issue a receipt in the form set out in the First Schedule for every exclusive right granted in any plot of ground for the purpose of making a grave or erecting an enclosure or memorial and a duplicate of each receipt issued is to be sent, together with the prescribed fee, to the Secretary of the Wellington Diocesan Board of Trustees, who must issue a Certificate of Purchase in the form set out in the Second Schedule:
(f) no monument, gravestone, or railing of any kind may be placed by any person within the burial ground until the design of the proposed monument, gravestone or railing, and the proposed inscription thereon, have been approved by the Board in writing:
(g) the sum charged for the exclusive right to a burial plot must be fixed from time to time by the Board:
(h) all money received by the Board must be applied to the care and maintenance of the burial ground:
(i) the Board may, in its discretion, remove from any burial plot any enclosure or fencing that may be in a state of dilapidation after notice of the intended removal is given to any person or persons the Board considers may be interested:
(j) any tree, shrub, or plant injuring, or likely to injure, any memorial, or overhanging any adjoining plot, may be pruned or, if necessary, removed by the Board.

**6 Certificate of purchase**

The Wellington Diocesan Board of Trustees must issue a certificate of purchase in the form set out in the Second Schedule in any case where it is satisfied that the required fee has been paid for a plot.

**7 Agency**

The Board may appoint an agent or agents to carry out the rules and regulations of a burial ground on its behalf.

**8 Grants**

The Wellington Diocesan Board of Trustees may make grants from time to time out of the income of its General Trusts toward the cost of maintaining a burial ground if Diocesan Council is satisfied that in the particular case the income

derived from that burial ground is insufficient for the purpose and the Mission Unit concerned with the use of the burial ground is unable to meet the expense.

## BURIAL GROUNDS

## FIRST SCHEDULE

### Receipt for Purchase of a Plot
### S 5(e)

The Board of Managers of the_____

burial ground has received from_____

the sum of _____for a plot for the exclusive rights of burial, of enclosure, and of erection of a memorial upon that piece of ground being part of the Anglican Church in Aotearoa, New Zealand and Polynesia Burial Ground

at_____

numbered Section_____

Block _____ Lot(s) _____ on the plan of the burial ground prepared by the Board of Managers, such ground being held subject to the rules and regulations for the time being in force for the management of the burial ground.

Dated this _____ day of _____ 20___

Signed on behalf of the Board of Managers of the

_____Burial Ground.

## SECOND SCHEDULE

### Certificate of Purchase
### S 5(e), S 6

Anglican Centre
Wellington, NZ

To_____ I hereby certify that you have been granted exclusive rights of burial, enclosure and of erection of a memorial in perpetuity in the burial ground of the Anglican Church of Aotearoa, New Zealand and Polynesia at_____ issued under the provisions of the Burial and Cremation Act 1964, and subject to the provisions of the rules and regulations for the time being in force for the management of the burial ground.

This certificate is issued in consideration of the sum of _____dollars and _____cents (receipt of which is hereby acknowledged), and is in respect of the plot of ground within the burial ground numbered on the plan as Section _____, Block _____, Lot(s) _____

Signed by the Secretary of the Wellington Diocesan Board of Trustees this _____day of _____ 20___

_____
(Secretary)

**Note - No monument, gravestone or railing of any kind shall be placed in any burial ground nor shall any inscription be placed thereon until the design of the proposed monument, gravestone or railing and the proposed inscription thereon shall have been approved by the Board of Managers in writing and signed by the Vicar of the Mission Unit in which the burial ground is situated.**

# NO 3

# DIOCESAN CATHEDRAL

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## Diocesan Canon to provide for the administration of the Cathedral District

### 1 Title

This Diocesan Canon may be cited as the Diocesan Cathedral Canon 1992.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires, -

**Bishop** includes the vicar-general

**Board** means the Wellington Diocesan Board of Trustees

**Cathedral District** means all that land within the boundaries of the Wellington Cathedral District at the commencement of this Diocesan Canon

**other Diocesan buildings** means the Bishop's residence, the Diocesan Office, the Cathedral Hall, and any other buildings erected, whether before or after the commencement of this Diocesan Canon, on the Cathedral site or the land on which the Diocesan Office and Bishop's residence were situated at the commencement of this Diocesan Canon

t**rust fund** means property, funds, and investments for the time being administered by the Board pursuant to a certain Declaration of Trust made on the 27th day of October 1896 by Frederick Wallis, Bishop of Wellington, and others relating to the purchase of certain land in Taranaki Street in the city of Wellington and other matters.

### 3 Vicar of Cathedral District

(1) A vicar of the Cathedral District must be appointed by the Bishop on the nomination of a joint meeting of the Diocesan Board of Nomination and three annually elected representatives of the Cathedral District (such representatives being persons qualified to act as members of vestry of the District).

(2) Subject to the provisions of this Diocesan Canon, the vicar appointed shall be charged with the ordinary duties of a Mission Unit priest within the Cathedral District.

**4 Clerical assistants**

(1) All clergy on the staff of the Cathedral are assistants of the vicar of the Cathedral District in their spiritual charge, both in the services of the Cathedral and in the general work of the Cathedral District, irrespective of their particular title.

(2) All such assistants shall be appointed by the Bishop on the nomination of the vicar.

**5 Organists and vergers**

The Cathedral organists and vergers shall be appointed by the vestry of the Cathedral District with the approval of the vicar.

**6 Cathedral vestry**

(1) There must be a vestry called the Cathedral Vestry comprising the following:

(a) the vicar of the Cathedral District; and

(b) one church warden appointed annually by the vicar; and

(c) one church warden elected by the Cathedral District; and

(d) a minimum of six and a maximum of eight persons elected by the Cathedral District (the actual number of persons to be elected being decided by the meeting of the Parishioners at which the election is to be made); and

(e) four persons who are Parishioners of the Cathedral District, appointed annually by Diocesan Council.

(2) The Cathedral vestry must carry out the duties of a vestry under the Mission Units Canon, subject to the provisions of this Diocesan Canon.

**7 Cathedral District is a Mission Unit**

For the purposes of the Diocesan Canons of Synod, the Cathedral District is a Mission Unit and all powers, duties, rights, and responsibilities of the vicar, church wardens, vestry, lay representatives of Synod, and Parishioners of the Cathedral District are those of a Mission Unit as provided for in the Mission Units Canon subject to the provisions of this Diocesan Canon.

**8 Cathedral maintenance and development**

(1) Subject to any direction of Synod, Diocesan Council must make all the arrangements necessary for any extensions, alterations or additions to the Cathedral buildings and any associated Diocesan buildings.

(2) Diocesan Council may appoint any committees (with or without Diocesan Council members) for the purpose of carrying out any direction of Synod or Diocesan Council in respect of any such buildings.

(3) The Cathedral District vestry is responsible for the general care and maintenance of the fabric of the Cathedral and its precincts and of any other buildings used for the purposes of the Cathedral District but not used for Diocesan purposes.

**9 Bishop's rights in Cathedral**

(1) The Bishop has a seat in the Cathedral and may use the Cathedral as and when the Bishop thinks fit for any purpose in fulfilment of the Bishop's office.

(2) When using the Cathedral, the Bishop must order the service and appoint the preacher.

(3) In addition to the use of the Cathedral specified by subsections (1) and (2), the Bishop has the right to appoint the preacher at any of the ordinary services of the Cathedral District in the Cathedral on not more than six occasions in each year.

**10 Cathedral to be used as Mission Unit church**

The vicar and Parishioners of the Cathedral District may use the Cathedral as their Mission Unit church when it is not required by the Bishop.

**11 Rights of clerical members of Cathedral Chapter**

The clerical members of the Cathedral Chapter have the right to preach at an ordinary service for the Cathedral District in the Cathedral on one occasion in each year by arrangement with the vicar.

**12 Properties totally held in trust for Cathedral District**

All properties and funds held in trust for the benefit of the Mission Unit of St Paul, Wellington, must be held in trust for the benefit of the Cathedral District.

**13 Trust Fund**

(1) The Board is authorised to apply the net income from the Trust Fund to or towards all or any of the following purposes:

(a) the repair and maintenance of the fabric of the Cathedral and other Diocesan buildings, the making of additions or alterations thereto, and the maintenance of the Cathedral grounds:

(b) payment of the stipend and salaries of the clerical and lay staff of the Cathedral:

(c) payment of rates and insurance premiums in respect of the Cathedral and other Diocesan buildings:

(d) such other purposes in connection with the Cathedral and other Diocesan buildings as Synod or Diocesan Council determines.

(2) The Board may make payments from the Trust Fund to the Cathedral District for any of the authorised purposes without being obliged to oversee the actual application of any such funds.

# NO 4

# DIOCESAN CHINESE ANGLICAN MISSION

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## A Diocesan Canon to provide for the administration of the Chinese Anglican Mission in the Diocese of Wellington

### 1 Title

(1) This Diocesan Canon is the Diocesan Chinese Anglican Mission Canon 2009.

(2) This Canon replaces the Chinese Anglican Mission Canon 1992

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires-

**Bishop** includes the Vicar General

**pastor** means the person for the time being holding office under section 4 of this Diocesan Canon.

M**ission** means the Chinese Anglican Mission

### 3 Mission continued

There continues to be a Chinese Mission within the Diocese, the boundaries of which are identical to the boundaries of the Diocese and the headquarters of which are in Wellington.

### 4 Appointment and functions of pastor

(1) The Bishop may from time to time appoint a clergy person to be pastor of the Chinese Anglican Mission.

(2) The person appointed has ministerial charge of the Mission and performs within the Mission functions similar to those of a vicar of a Mission Unit.

### 5 Mission with full Mission Unit status

(1) As a Mission Unit of the Diocese of Wellington, all legislation pertaining to Mission Units, including that set out in the Mission Units Canon, applies to the Mission.

(2) The provisions of the Mission Units Canon outline eligibility to be enrolled in a Mission Unit except that a person is entitled to be enrolled as a Parishioners of the Mission if that person is of Chinese race or descent or is not of Chinese race or descent but wishes to be closely associated with the life and worship of the Chinese Mission.

(3) Lay Synod representatives for the Mission are to be elected in accordance with the provisions of the Mission Units Canon except that the Returning Officer must also give notice of the time, date, and place of the election at least once in a newspaper circulating in the area of the Diocese of Wellington.

# NO 5

# DIOCESAN CHURCH RELATED SCHOOLS

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## A Diocesan Canon to provide for the maintenance of close relationships between the Diocese and all church related schools.

### 1 Title

(1) This Diocesan Canon is the Diocesan Church Related Schools Canon 2009.
(2) This Diocesan Canon replaces the Church Schools Canon 1939.

### 2 Interpretation

In this Canon, unless the context otherwise requires-
**Church related school** means any primary school or secondary school listed in the Schedule.

### 3 Church related schools fund

The Wellington Diocesan Church Schools Fund administered by the Diocesan Board of Trustees is renamed the Wellington Diocesan Church Related Schools Fund.

### 4 Annual income of fund

The annual income of the fund consists of:
(a) interest derived from the capital fund:
(b) subscriptions, donations and bequests by way of income:
(c) contributions from other sources intended to have the nature of income.

### 5 Diocesan support for Church Related Schools

The Bishop and the Archdeacon for Young People have the following responsibilities:
(a) to maintain close relationships between the Diocese and all church related schools; and
(b) to promote and assist in the establishing of church related schools, be they primary or secondary schools; and
(c) to assist every church related school to have a chaplain whose appointment is supported by the Bishop; and
(d) to ensure that the chaplain's covenant agreement with the church related school reflects the expectations of the Bishop with regard to:
(i) regular spiritual direction and clinical supervision; and

(ii) attendance at clergy conference, cluster meetings (where possible), Synod, training events, ordination and other special services as requested by the Bishop; and

(e) to foster and promote Christian education in all church related schools; and

(f) to enable the church related schools to maintain a relationship with the national Anglican Schools Office; and.

(g) to apply the available income from the Church Related Schools Fund in accordance with the purposes of this Canon; and

(h) to be available to consult with the church related schools in relation to the appointment of a school principal; and

(i) to report annually to Synod, through Diocesan Council, upon all church related schools.

**6 Licences and Letters of Authority**

In a church related school, with the agreement of both parties, the Bishop may —

(a) issue a Letter of Authority to the principal; and

(b) issue a licence to an ordained chaplain or a Letter of Authority to a lay chaplain;

in relation to the worship and the life of the school.

**7 School Trustees**

Where it is consistent with the Trust Deed of a church related school, the Diocesan Trusts Board must appoint the trustees.

## SCHEDULE OF CHURCH RELATED SCHOOLS

1 Chilton St James School, Lower Hutt

2 Hadlow Preparatory School, Masterton

3 Huntley School, Marton

4 Hutt International Boys School, Trentham

5 Nga Tawa Diocesan School, Marton

6 Rathkeale College, Masterton

7 Samuel Marsden Collegiate School, Karori, Wellington

8 Samuel Marsden Collegiate School - Whitby, Wellington

9 St George’s Preparatory School, Wanganui

10 St Mark's Church School, Wellington

11 St Matthew’s Collegiate, Masterton

12 Wanganui Collegiate School, Wanganui

13 Wellesley College, (Diocesan School for Boys), Days Bay, Wellington

# NO 6

# DIOCESAN CLERGY

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## A Diocesan Canon to provide for the appointment, licensing, and the termination of appointments of clergy

### 1 Title

This Diocesan Canon may be cited as the Diocesan Clergy Canon 1993.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires, -

**appointment**, in relation to a clergy person, means the arrangement by which the clergy person holds an office, including any provisions (whether contractual or not) in respect of stipends, allowances, housing arrangements, pension and insurance arrangements, and any other benefits of office

**appointor** means the body authorised to make an appointment under section 15

**clergy** means ordained persons who are appointed and licensed to hold any clergy office

**clergy office** means any office to which the Bishop may license clergy under section 5(1) of this Diocesan Canon

**stipendiary clergy** means clergy who are paid a regular stipend or other regular remuneration in respect of a clergy office.

**3 Application**

This Diocesan Canon applies to the appointment of stipendiary clergy and self-supporting clergy, but does not apply to the election, appointment, or term of office of a Bishop or Assistant Bishop.

**4 Licence or permission required**

No person may hold any clergy office, or officiate or serve as a deacon or priest in any Mission Unit, except under a licence or permission given in accordance with this Diocesan Canon, in the appropriate form set out in the Schedules to this Diocesan Canon, and subject to any limitations and conditions imposed by the licence or permission.

**5 Clergy offices**

(1) The offices to which the Bishop may license any clergy are as follows:
- (a) dean;
- (b) vicar;
- (c) co-vicar;
- (d) priest in charge;
- (e) priest associate;
- (f) priest assistant;
- (g) deacon in charge;
- (h) deacon assistant;
- (i) warden;
- (j) chaplain;
- (k) missioner;
- (l) rural dean;
- (m) interim priest;
- (n) Any other office defined from time to time by Diocesan Council.

(2) The Bishop may license clergy appointed by other bodies.

**6 Other offices and permissions**

(1) The Bishop may appoint an ordained person, under hand and seal, to any office not specified in section 5 of this Diocesan Canon including the following:
- (a) vicar-general:
- (b) deputy vicar-general:
- (c) archdeacon:
- (d) canon:
- (e) canon-in-residence.

(2) The Bishop may grant to any deacon, priest, or bishop not holding the Bishop's licence, permission to officiate in the Diocese.

(3) The Bishop may grant emeritus status at the Bishop's discretion.

(4) All clergy duly licensed within te Pihopatanga O Aotearoa and the Diocese of Polynesia are deemed to have been given permission to officiate in the Diocese.

(5) The ordained person in charge of any Mission Unit may permit another ordained person who is in good standing with that other ordained person's own bishop to officiate in the Mission Unit for a period not exceeding one week.

(6) In the absence of the ordained person in charge of the Mission Unit, the church wardens may seek such authorisation from the Bishop.
(7) Any appointment or permission under this section may be terminated or withdrawn by the Bishop at any time, and the provisions of Part 2 of this Diocesan Canon shall not apply.

## Part 1
## Appointment of clergy

### 7 Appointment of vicars and co-vicars

(1) Vicars and co-vicars of Mission Units must be appointed by the Bishop upon the advice of the Board of Nomination in the manner set out in this part.
(2) A minister of a co-operating parish must be appointed in accordance with any guidelines for co-operating parishes adopted by Diocesan Council;
(3) Where it is proposed that the minister be an Anglican, the procedures for appointment must be as close as the Bishop considers appropriate to the provisions of this part in relation to the appointment of a vicar.

### 8 Sufficient means for appointment

No proceedings to appoint a vicar or co-vicar may be commenced until the Bishop and the Board of Nomination are satisfied that there are sufficient means for the stipend, allowances and housing provisions, and pension and insurance arrangements for the vicar for the expected length of the term of the appointment.

### 9 Board of Nomination

(1) There continues to be a Board of Nomination, comprised of the following:
  (a) the Bishop:
  (b) any Assistant Bishops:
  (c) four Diocesan nominators elected at the second annual session of each Synod by the Order of Clergy and the Order of Laity voting as a single chamber as follows:
    (i) two clergy holding a licence from the Bishop; and
    (ii) two lay persons who are communicant members of the Church and resident in the Diocese.
  (d) the parish nominators for the Mission Unit in which the vacancy has occurred, elected in accordance with the Diocesan Mission Units Canon 2016.
(2) Subject to subsection (3), nominators hold office until their successors are elected or appointed.
(3) The office of nominator is vacated if the nominator dies, resigns in writing, becomes mentally unfit to perform the duties of office, is convicted of an offence punishable by a term of imprisonment, or is absent from the Diocese for more than two months without leave of the Bishop (in the case of Diocesan nominators) or the vestry (in the case of parish nominators).
(4) Casual vacancies in the office of nominator may be filled by the appropriate Order of Diocesan Council (in the case of Diocesan nominators) or by the vestry (in the case of parish nominators).

**10 Responsibility of Diocesan nominators**

The responsibilities of the Diocesan nominators are:

(a) to work with the Bishop on any matter concerning appointment of clergy in respect of which they may be consulted:

(b) to suggest to the Bishop appropriate changes to any guidelines to be followed by parish nominators, having regard to inter-Diocesan practice:

(c) where a vacancy is to be filled, to inform themselves of all persons who may be suitable to fill the vacancy, having regard to the wishes and needs of the Mission Unit:

(d) to inform themselves of any possible implications of an appointment for the well-being of the Diocese as a whole.

**11 Responsibility of parish nominators**

The responsibilities of the parish nominators if there is a vacancy in the office of vicar or co-vicar, are:

(a) to participate in any consultation within the Mission Unit about its future ministry directions:

(b) to meet with Diocesan nominators as members of the Board of Nomination to consider who may be a suitable person for appointment to the office:

(c) to make enquires that the Board of Nomination considers appropriate:

(d) to continue to consult with the Bishop and Diocesan nominators until the Board of Nomination agrees to an appointment and an appointment is made.

**12 Proceedings of Board**

(1) Each meeting of the Board is to be chaired by the Bishop.

(2) A quorum consists of the Bishop, at least two Diocesan nominators, and at least two parish nominators.

**13 Powers of Bishop**

After the Board of Nomination has met and considered the appointment, the Bishop may -

(a) proceed to make an offer of appointment, or a series of offers of appointment, not inconsistent with the advice of the Board; or

(b) defer the matter for further consideration; or

(c) decline to make an appointment.

**14 Bishop to be satisfied of appointee's suitability**

Before concluding any appointment, the Bishop must be satisfied that the appointee is duly qualified and is a fit and proper person to undertake the office to which appointment is made, failing which the Bishop must report back to the Board and any information not previously known to the Board must be considered.

**15 Appointment of other clergy**

All clergy other than the dean and any vicar or co-vicar may be appointed -

(a) by the Bishop; or

(b) by any Mission Unit or by any other Diocesan institution empowered to do so, subject to -

(i) prior consultation with the Bishop; and
(ii) the appointee obtaining and retaining the appropriate licence from the Bishop; and
(iii) the appointment being in accordance with the provisions of this Diocesan Canon and with such policies as may be determined by the Diocese in respect of that class of appointment.

**16 Formal appointment**

(1) Where a proposed appointee has received a covenant agreement from the Bishop and indicates an intention to accept the appointment, the appointment must be set out in a covenant agreement that complies with section 17.
(2) In the case of an appointment of the dean, a vicar or a co-vicar, the covenant agreement, between the Bishop, the deacon or priest who is to receive the licence and the church wardens on behalf of the Mission Unit or Chaplaincy, is signed by all three parties to the agreement.
(3) In the case of an appointment of an assistant priest, the covenant agreement, between the Bishop, the deacon or priest who is to receive the licence, the vicar or priest in charge and the church wardens on behalf of the Mission Unit or Chaplaincy, is signed by all four parties to the agreement.

**17 Covenant Agreement**

(1) Every covenant agreement must include a statement covering the following matters:
(a) a description of the appointment:
(b) the name of any person who has the responsibility for supervising the appointee, or to or through whom the appointee is in any way answerable or responsible:
(c) the name of any other clergy licensed to work in association with the appointee:
(d) the earliest and latest date from which the appointment may commence:
(e) the stipend, allowances, housing arrangements, pensions, and insurance arrangements:
(f) leave provisions in accordance with the Diocesan Mission Units Canon 2016:
(g) in the case of an appointment for an expected term -
(i) the length of term expected; and
(ii) when reviews are to be conducted; and
(iii) the period of notice of termination (being not more than 3 months):
(h) in the case of an appointment for an indefinite period, -
(i) a statement that it is for an indefinite period; and
(ii) the period of notice of termination (being 3 months):
(iii) in the case of an appointment of a co-vicar, a statement to the effect that the appointment will terminate immediately if, for any reason the licence held by the other person holding a co-vicar's licence with the appointee is terminated.
(2) A covenant agreement may also include a statement of the provisions of the whole of Part 2.

**18 Signing of covenant agreement and declaration**

Every person granted any licence under this Diocesan Canon must, before receiving the licence:

(a) sign the covenant agreement which sets out the obligations and responsibilities of each of the parties to the agreement; and

(b) make the appropriate written declaration set out in the First Schedule.

**19 Financial responsibility**

(1) Every appointment is made on the understanding that the Mission Unit or Chaplaincy within which the appointee will work is responsible for raising the funds to pay for the costs of the position, and for making any other provisions specified in the covenant agreement.

(2) Fully stipended clergy must obtain the consent of the Bishop (or the Vicar-General), before augmenting their income by engaging in any duties other than those that have been assigned to them by the Church.

(3) If at any time the Mission Unit or Chaplaincy is having difficulty in meeting the costs of the position, the Bishop may institute a review of the Mission Unit or mission unit.

(4) If, on the completion of such a review, the Bishop is satisfied on reasonable grounds that the Mission Unit or Chaplaincy is unable to raise sufficient funds to meet the costs of the position (whether or not the costs could be met out of Diocesan funds), the Bishop may terminate the appointment under Part 2.

## Part 2
## Termination of licence

**20 Termination on expiry of licence**

Every licence that has a specified date of termination expires on that date.

**21 Resignation**

(1) Any clergy may resign office by giving notice in writing to the Bishop, the period of notice being:

(a) in the case of a stipendiary position, the period stipulated in the covenant agreement or three months, whichever is the less;

(b) in other cases, as provided in section 17.

(2) The Bishop or the appointor may agree to accept a shorter period of notice.

**22 Termination by agreement or on notice**

Licences and appointments of clergy may be terminated by the Bishop or other appointor in the following circumstances:

(a) upon agreement between the clergy person and the Bishop or other appointor:

(b) upon termination of the appointment by the appointor (if the appointor is not the Bishop) in pursuance of any terms relating to notice in the covenant agreement:

(c) upon the giving of notice by the Bishop acting under section 23 (whether or not the appointor is the Bishop).

**23 Termination of appointment**

(1) This section applies to every licence to a clergy office, whether or not the office carries with it a stipend.

(2) The Bishop may, with the prior agreement of Diocesan Council, terminate any licence to which this section applies by giving in the form set out in the Fifth Schedule, notice as specified in the covenant agreement.

(3) Where a licence is terminated under this section, any appointment relating to that licence terminates with effect from the date of termination of the licence.

(4) The following provisions apply to a termination:

(a) the holder of the licence may be required to work out the whole or any part of the period of notice, at the discretion of the Bishop:

(b) where the full period of notice is not worked out, the holder is to be paid an amount equivalent to the stipend or other remuneration until the expiry of that period, or until the holder commences other paid employment:

(c) where the office carries with it a stipend and, by the expiry of the period of notice, the holder has not obtained another stipendiary position or other paid employment, Diocesan Council may grant such further financial assistance as it thinks fit, not exceeding the equivalent of 3 months' stipend at the rate payable at the time of termination.

**24 Right to representation**

A clergy person who is under consideration for termination of licence or dismissal from an appointment is entitled to make representations to the Bishop and Diocesan Council, and to have an advocate to represent that clergy person.

**25 Special provisions for remaining co-vicar**

Where the licence of a co-vicar is terminated under this Part, the Board of Nomination must consider the position of the other co-vicar whose appointment is terminated under section 17(1)(h)(iii) with a view to:

- re-appointing that co-vicar; or
- appointing that co-vicar as vicar; or
- recommending to the Bishop that the co-vicar be considered for appointment to another position in the Diocese; or
- recommending to the Bishop that no further action be taken.

**26 Provisions relating to self-supporting clergy**

The appointment of any self-supporting clergy to any office or position is to be made on the following terms relating to notice:

(a) the appointee may terminate the appointment on giving one month's notice, or such shorter period as may be reasonable in all the circumstances, unless the appointee and the appointor otherwise agree:

(b) the appointor may terminate the appointment on giving such period of notice, not exceeding 3 months, as may be specified in the covenant agreement:

(c) the Bishop may terminate the appointment under section 22.

**27 Exclusion of Bishop's disciplinary powers**

Nothing in this Part affects disciplinary powers conferred on the Bishop by Canon I, Title D, or the exercise of those powers in accordance with that Canon.

## Part 3
## Transitional provision

**28 Transitional provision**

Every licence or permission granted, appointment made, and notice given, under the former Title A, Canon II and in force immediately before the passing of this Diocesan Canon is to be treated as having been granted, made, or given under this Diocesan Canon.

**FIRST SCHEDULE**
**S 4, S 16**

**THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**
**D E C L A R A T I O N**

I,_____
being licensed to the office of_____

DO SOLEMNLY MAKE THE FOLLOWING DECLARATION

I believe in the faith which is revealed in the Holy Scriptures and set forth in the Catholic Creeds, as this Church has received it and explained it in its Formularies and its authorised worship. I assent to the Constitution of the Anglican Church in Aotearoa, New Zealand and Polynesia.

I affirm my allegiance to the doctrine to which Clause 1 of the Fundamental Provisions and Clauses 1 and 2 of Part B of that Constitution bear witness. In public prayer and administration of the sacraments I will use only the forms of service which are authorised or allowed by lawful authority. I will uphold the covenant and partnership expressed in the Constitution between te Pihopatanga o Aotearoa as a whole and through its constituent parts, and the Diocese in New Zealand together and severally and through their constituent parts, and the Diocese of Polynesia as a whole and through its constituent parts. I will pay true and canonical obedience, in all things lawful and honest, to the Bishop of Wellington and to the successors to that Bishop, and will be obedient to the ecclesiastical laws and regulations in force in the said Diocese of Wellington.

The foregoing Declaration was made and subscribed by the abovenamed on the_____ day of _____ in the year of our Lord TWO THOUSAND AND _____

(Signed) _____

In the presence of _____

**DECLARATION OF ADHERENCE AND SUBMISSION**

***I, <<NAME>>***

DO DECLARE that I will give all due obedience to The Constitution/Te Pouhere and the Code of Canons of the Anglican Church in Aotearoa New Zealand and Polynesia and to the decisions and judgments of those holding authority under The Constitution/Te Pouhere and the Code of Canons including all regulations which may be made pursuant to The Constitution/Te Pouhere and the Code of Canons to the extent that that authority and those provisions relate to the office of

***<<ROLE>>***

and to any other office I may at any time hold.

AND I hereby undertake in consideration of my holding any such office or membership immediately to resign that office or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by those acting under authority given to them by The Constitution/Te Pouhere or the Code of Canons or any regulations made pursuant to them.

Given under my hand this _____day of _____ 20_____

(Signed) _____

In the presence of _____

Signature of Witness _____

**SECOND SCHEDULE**
**S 4**

**THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND**

**AND POLYNESIA**

**PERMISSION TO OFFICIATE IN A DIOCESE**

_____, by the GRACE OF GOD, BISHOP OF WELLINGTON,

to our well-beloved in Christ

_____

YOU having made the Declarations required by the Constitution and Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia, we grant you our permission to officiate in any Mission Unit within our Diocese and Jurisdiction, with the consent of the minister in charge thereof, in reading and preaching the Word of God from the Scriptures, in celebrating the Sacraments and in leading public worship, in accordance with the Doctrine of the said Church, using only the forms of service which are authorised or allowed by lawful authority.

This Permission shall remain in force until the THIRTY FIRST of JANUARY 2XXX and may be renewed, provided however that it may be revoked by us at any time.

Given under our hand and seal the_____ day of _____ in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.

Registered in the
Diocesan Register

Registrar

**THIRD SCHEDULE**
**S 4**

**THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND**

**AND POLYNESIA**

**LICENCE OF A PRIEST HOLDING THE OFFICE OF**

_____by the GRACE OF GOD, BISHOP OF WELLINGTON

to our well-beloved in Christ

_____

GREETINGS

YOU having made the Declarations required by the Constitution and Canons of this Church WE GRANT you our Licence and authority to exercise the office of_____ IN THE MISSION UNIT OF _____ within our Diocese and Jurisdiction.

WE AUTHORISE you to build up the Body of Christ by preaching and teaching the Word of God from the Scriptures, by celebrating the Sacraments, and by guiding the life of the community committed to your care under this licence in its worship and mission, in accordance with the doctrine of the said church, using only the forms of service which are authorised or allowed by lawful authority.

HOWEVER WE RESERVE to ourselves and to our successors, Bishops of Wellington, the exercise of our episcopal office in the Mission Unit of

_____

and our episcopal authority as set out in the Canons and Regulations in force in the said Church and Diocese.

Given under our hand and seal the_____ day of _____ in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.

Registered in the Diocesan Register
Registrar

**(REVERSE SIDE OF LICENCE OF A PRIEST)**

Upon resignation, termination, removal, or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Licence terminated on the_____ day of _____ 20_____

**FOURTH SCHEDULE**
**S 4**

**THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

**LICENCE OF A DEACON HOLDING THE OFFICE OF DEACON ASSISTANT TO THE VICAR IN THE MISSION UNIT OF**

_____

_____ by the GRACE OF GOD, BISHOP OF WELLINGTON,

to our well-beloved in Christ

_____, DEACON

GREETINGS

YOU having made the Declarations required by the Constitution and Canons of this Church WE GRANT you our Licence and authority to exercise the office of DEACON ASSISTANT, MISSION UNIT OF _____ within our Diocese and Jurisdiction.

WE AUTHORISE you to exercise a ministry of caring service within the church and the wider community, and with the consent of the vicar to read and preach the Word of God from the Scriptures, to distribute the Sacrament, and to share in leading Public Worship, in accordance with the doctrine of the said church, using only the forms of service which are authorised by lawful authority.

HOWEVER WE RESERVE to ourselves and to our successors, Bishops of Wellington, the exercise of our episcopal office in the Mission Unit of _____

and our episcopal authority as set out in the Canons and Regulations in force in the said Church and Diocese.

Given under our hand and seal the_____ day of _____ in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.

Registered in the Diocesan Register

Registrar

**(REVERSE SIDE OF LICENCE OF A DEACON)**

NOTE

If the Licence is confined to a Mission Unit a Deacon would exercise ministry under the authority of the Bishop or some person authorised by the Bishop.

Upon resignation, termination, removal, or other change, this Licence shall be presented to the Bishop to be endorsed to that effect and returned to the holder.

This Licence terminated on the _____ day of _____20___

_____
Bishop of Wellington

Entered in the Diocesan Register

Registrar

**FIFTH SCHEDULE**
**S 23(2)**

**ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA**

**NOTICE OF TERMINATION OF APPOINTMENT BY LICENCE**

_____by the GRACE OF GOD, BISHOP OF WELLINGTON,

to our well-beloved in Christ

_____PRIEST/DEACON

GREETINGS

WITH REFERENCE to the licence issued to you dated the

_____day of _____ 20_____

to the Office of_____

in the
_____of_____

within our Diocese and Jurisdiction AND PURSUANT to the provisions of the Canons of this Church,

WE NOW GIVE YOU NOTICE that this licence shall terminate on the
_____day of _____ 20_____

The termination of this licence has not been by reason of any ecclesiastical offence.

If an earlier date is preferred by you, we invite you to discuss it with us.

* WE remind you of the provisions of section 23(4)(c) of the Diocesan Clergy Canon 1993 whereby in certain circumstances you may be eligible to apply to the Diocesan Council for some financial assistance.

Given under our hand and seal the_____ day of _____ in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.
Bishop of Wellington

NOTE: The paragraph marked with an asterisk shall be omitted when the office is a self-supporting one.

# NO 7

# DIOCESAN EMERGENCY RESPONSE

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## A Diocesan Canon to provide for the emergency *response* of the Diocese in the event of a major emergency

### 1 Title

This Diocesan Canon may be cited as the Diocesan Emergency Response Canon 2013.

### 2 Purpose

The purpose of this Canon is to enable the Diocese in the event of an emergency to make decisions to protect people and to enable continuance of the mission and ministry of the Diocese in a timely manner.

### 3 Interpretation

In this Canon,

**Act** means the Civil Defence Emergency Management Act 2002.

**Civil Emergency** means a state of emergency that has been declared under the Act and that exists over an area within the Diocese.

**Major Emergency** means a state of emergency that has been declared by the Diocesan Council to exist over an area within the Diocese.

**Emergency** means a Civil Emergency or a Major Emergency.

**Emergency Management Group (EMG)** means a group established under section 6(2)(d).

**Special Committee** means the committee appointed under section 5 of this Canon.

**Emergency Period** means the period during which the Special Committee may exercise the emergency powers provided for in section 6 of this Canon.

### 4 Emergency Period

(1) In the event of an Emergency, an Emergency Period commences where:

(a) In the event of a Civil Emergency, the Special Committee determines that existing decision-makers are affected by the Civil

Emergency and that the exercise of the powers contained in section 6 is necessary in order to protect people and to enable continuance of the mission and ministry of the diocese;

(b) In the event of a Major Emergency, Diocesan Council determines that the exercise of the powers contained in section 6(2) is necessary in order to protect people and to enable continuance of the mission and ministry of the diocese.

(2) An Emergency Period may remain in force for no more than two (2) months except as provided in subsection (3).

(3) Diocesan Council may extend an Emergency Period for further periods of two (2) months in each case.

**5 Special Committee**

(1) The Special Committee comprises:
- (a) The Bishop, or his or her nominee, who chairs the committee;
- (b) The Administrator, or his or her nominee;
- (c) The Chancellor, or his or her nominee.

(2) The names of the nominees must be published each year in the Programme of Business provided to Synod representatives, and must be published on the diocesan website.

**6 Powers**

(1) The Special Committee must exercise its powers only for the purpose of protecting people and to enable continuance of the mission and ministry of the Diocese.

(2) During the Emergency Period in a Civil Emergency, the Special Committee has the following powers:
- (a) To liaise with any persons acting under the authority of the Act;
- (b) To make such decisions that are considered appropriate by the Special Committee in the interests of the safety of individuals, and the preservation of property, even though such decisions are within the delegated authorities of any Diocesan body, clergy or lay staff of the Diocese, or mission unit;
- (c) To exercise all the powers of the Diocesan Council, conferring with relevant persons or Diocesan bodies only to the extent practicable in the conditions of the Emergency but without the requirement to consult with any other person, Diocesan body or mission unit;
- (d) To establish an Emergency Management Group (EMG) and to appoint and (if necessary) remove members of the EMG;
- (e) To borrow money on behalf of the Diocese from the Wellington Diocesan Board of Trustees for the purpose of meeting the financial needs of the Diocese or mission units arising from the Emergency;
- (f) To enter into such contracts on behalf of the Diocese as are considered appropriate by the Special Committee;
- (g) To delay the convening of Synod;

(h) To make interim appointments (for the duration of the Emergency Period) to fill any vacancies where the power of appointment is specified in any Diocesan Canon;
(i) To appoint trustees to the Wellington Diocesan Board of Trustees to fill any vacancies;
(j) To consider whether and when it is appropriate for the Special Committee to cease to act under this Canon.

(3) During the Emergency Period in a Major Emergency, the Special Committee has all the powers listed in section 6(2) except those listed in sections 6(2)(e) and (i).

(4) The powers contained in this section may in no circumstances exceed the powers of Diocesan Council.

**7 Emergency Management Group**

(1) The Emergency Management Group (EMG) has authority to manage the day-to-day operations and pastoral dimensions of the Emergency and may establish an Emergency Co-ordination Centre (ECC).

(2) The EMG must report to the Special Committee, as required by the Special Committee.

(3) Following the appointment of the EMG, the role of the Special Committee is strategic oversight of the management of the Emergency.

**8 Potential members of the EMG**

(1) Diocesan Council must:
(a) nominate persons suitable to be appointed to the EMG in the event of an Emergency, and to ensure that the pool of such names includes at least one person with expertise in handling the pastoral dimensions of an emergency and at least one person with expertise in handling the following varieties of emergency which may occur: earthquake; tsunami; fire, and; pandemic.
(b) ensure that at least two (2) persons in the pool listed in section 8 (1)(a) have received up-to-date Incident Controller training.

(2) The Special Committee may appoint persons to the EMG whose names are not in the pool of persons nominated under subsection (1)(a).

**9 Potential Emergency Co-ordination Centres**

Diocesan Council must ensure that the Anglican Centre and at least one other site (at a location determined by Diocesan Council) are equipped and have trained personnel so that they can function as an Emergency Co-ordination Centre (ECC).

**10 Diocesan Emergency Plans**

(1) Diocesan Council must ensure that there are Emergency Plans which outline the steps to be taken in the event of different emergency scenarios.

(2) These scenarios are based on recognised national and international emergency management principles using the 4 Rs: Readiness; Response; Rescue; Recovery.

**11 Anglican Centre Back-up Plans**

Diocesan Council must ensure that there are back-up plans to enable the continuance of the functions of the Anglican Centre during an Emergency, including adequate provision for:

(a) the essential diocesan information systems to be accessed by authorised personnel from the remote locations listed in section 9; and

(b) storage of all data relating to the diocesan information systems in paragraph (a) with an outside organisation which has the capacity to update the diocesan information each day, and which may be another diocesan office or cloud storage.

**12 Reporting**

(1) The Special Committee must provide a detailed report of its decisions and actions to Diocesan Council within two (2) months of the declaration of the Emergency under the Act and every two (2) months thereafter, and within one (1) month of the Special Committee ceasing to act.

(2) The Special Committee must provide a report on its activities to the first ordinary session of Synod held after the declaration of the Emergency.

**13 Implementation**

This Canon comes into force at the conclusion of this session of Synod.

# NO 8

# DIOCESAN FINANCE

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## A Diocesan Canon to Regulate the Management of the General Diocesan Fund and the Management of the Financial Status of the Diocese

### 1 Title

This Diocesan Canon is the Diocesan Finance Canon 2017.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires—

**Board of Trustees** means the Wellington Diocesan Board of Trustees

**Finance Committee** means the committee provided for in section 9

**The Fund** means the General Diocesan Fund

**Ministry staff** means clergy and laypersons with a Bishop's licence or letter of authority to minister in a Mission Unit.

**Risk and Assurance Committee** means the committee established under section 12

## Part 1
## General Diocesan Fund

### 3 Continuance of Fund

(1) The fund formerly named the General Church Fund continues, within the accounts of the Diocese, under the name of the General Diocesan Fund.

(2) The administration of the Fund is vested in Synod.
(3) Subject to any direction by Synod, the Council must—
  (a) formulate the policies under which the Fund operates; and
  (b) oversee the management of the Fund; and
  (c) ensure that annual accounts for the Fund are prepared and audited in accordance with the standards prescribed by the Risk and Assurance Committee.
(4) The Finance Committee acts, subject to any direction of the Council, as provided for in section 10.
(5) The Diocesan Manager manages the Fund.

**4 Purpose of Fund**

The Fund has the following purposes—
  (a) to provide stipends or salaries and prescribed allowances for the clergy and lay persons serving within the Diocese in Mission Units or in such other offices as may be determined; and
  (b) to assist with the provision of churches, halls, and any housing required for ministry in the Diocese, and the acquisition of sites for such buildings; and
  (c) to provide for the training of candidates for the ordained ministry; and
  (d) to provide for the payment of contributions and subsidies to the New Zealand Anglican Pension Fund of all members of that Fund who are paid through the General Diocesan Fund; and
  (e) to provide for the cost of the administration of the Diocese; and
  (f) to assist in financing works or activities of a charitable nature associated with the Diocese or the Church generally or otherwise approved by Synod.

**5 Income of Fund**

The income of the Fund consists of the following—
  (a) money made available from the General and Special Trusts of the Diocese by the Board of Trustees, having regard to the advice of the Council as to the needs of the Diocese; and
  (b) interest earned from cash held on deposit; and
  (c) grants and other money received from any extra-diocesan agency; and
  (d) unspent or surplus money held in the Fund from any previous year; and
  (e) all sums paid by Mission Units; and
  (f) all sums recovered as office expenses.

**6 Expenditure of Fund**

Expenditure from the Fund must be in accordance with the budget for the year agreed by Synod, except as determined by the Council.

## Part 2
## Financial Management of Diocese

**7 Duties of Diocesan Manager**

The duties of the Diocesan Manager in financial management of the Diocese are:

(a) to manage the Fund; and

(b) to prepare for the Council a budget to be presented to Synod for adoption; and

(c) to make recommendations to the Council on any matter affecting the finances of the Diocese; and

(d) to make any Agreed Upon Procedures (AUP) approved by the Council, as provided for in section 10, available to the Diocese online.

(e) any other duties affecting the financial management of the Diocese set out in Schedule 1 of the Diocesan Management Canon 2017.

**8 Management of the accounts of the Diocese**

The accounts of the Diocese must be managed as set out in Schedule 2.

**9 Finance Committee**

(1) Diocesan Council, at its first meeting after the second ordinary session of each Synod, must appoint at least four persons to be members of Finance Committee.

(2) Finance Committee must elect one of its members to be its Chair.

(3) The Diocesan Manager must attend all meetings and is the secretary of Finance Committee.

(4) Finance Committee must meet at least quarterly.

(5) The Chair must convene meetings of Finance Committee and the quorum for the conduct of the Committee's business must be the greater of—

(a) a half of the number of members currently appointed; or

(b) three members.

**10 Powers and duties of Finance Committee**

(1) Notwithstanding any Canon or resolution of Synod, all the powers and authorities of Finance Committee are subject to the direction of the Council.

(2) The principal duties of Finance Committee are—

(a) to monitor the financial management of the Diocese; and

(b) to advise the Diocesan Manager on any aspect of diocesan financial management; and

(c) to advise the Council on any aspect of diocesan financial management; and

(d) to identify key financial objectives to commend to the Council; and

(e) to recommend to the Council what grants should be made; and
(f) to ensure that the Diocesan Manager has such information and support as is necessary for the good financial management of the Diocese; and
(g) in consultation with the Risk and Assurance Committee, to advise the Council on appropriate Agreed Upon Procedures (AUP) which must be followed by Mission Units in the preparation of financial reports to the Vestry and to the Mission Unit Annual General Meeting, as provided by Schedule 7 of the Diocesan Mission Units Canon 2016; and
(h) to carry out any other duty set out in this Canon or determined by the Council.

(3) Finance Committee may require each Mission Unit to provide such information as to its financial status as is required for the overseeing of the financial status of the Diocese and the Mission Units.

(4) Finance Committee must designate those authorised to make payments from any accounts maintained in the name of the diocese.

**11 Annual report**

(1) Finance Committee must prepare an annual report for the Council to have presented to Synod.

(2) The annual report prepared under subsection (1) must include—
(a) a summary of key achievements against goals for that year; and
(b) the key objectives determined by the Council for the year following; and
(c) an assessment of the financial status of the Diocese and the Mission Units.

(3) With each such report, the Council must also submit to Synod the audited annual accounts for the previous year, and the budget for the following year.

**12 Risk and Assurance Committee**

(1) The committee formerly called the Audit Committee continues as the Risk and Assurance Committee for the Diocese, consisting of—
(a) the Chair of the Finance Committee; and
(b) the Chair of the Board of Trustees; and
(c) two or three other members appointed by the Diocesan Council, so that
(d) there is at least one member of the Committee who is a member of Diocesan Council and one member of the Committee who has recent experience in accounting and/or auditing; and
(e) at least two persons who are not members of any of Diocesan Council, the Board of Trustees, or Finance Committee.

(2) The Risk and Assurance Committee must—
(a) develop and maintain a Charter under which it must carry out its functions and duties; and

(b) ensure that the accounts of the Diocese are properly audited.

(3) The Risk and Assurance Committee Charter provided for in subsection (2)(a) must—
   (a) be approved by the Board of Trustees; and
   (b) be adopted as policy by the Diocesan Council after consideration of any recommendations Finance Committee may have to make; and
   (c) be made available to the Diocese online.

(4) The Chair of the Risk and Assurance Committee must prepare a report annually for the Council to have presented to Synod on the activities of the Committee.

(5) The report in subsection (4) must include advice on the appointment of auditors for the Diocese.

**13 Diocesan budget**

(1) In developing and preparing annual budget proposals, the Diocesan Manager must—
   (a) consult with the Bishop and with the Council; and
   (b) ensure that the process by which the budget for any year is prepared is as open and consultative as possible.

(2) No motion for any new expenditure or for expenditure for any new purpose in excess of $10,000 may be moved at Synod unless, at least two months before the first day of that Synod session, written notice of the intention of that motion has been given to every Mission Unit.

(3) The total budget share payable by all Mission Units to the Diocese and the individual budget share for each Mission Unit is determined in accordance with Schedule 1.

(4) The budget contribution from a Pioneer Mission Unit must be determined in accordance with section 4(c) of the Diocesan Pioneer Mission Unit Canon 2009.

## Part 3
## Mission Unit payments

**14 Mission Unit assessments to be paid into the Fund**

The stipends, allowances, and other emoluments of the ministry staff of Mission Units must be paid into the Fund, together with the budget share, on or before the 20th day of the current month by automatic bank payment, unless otherwise determined by Finance Committee in a particular case.

**15 Determination of stipends and allowances**

(1) Subject to any direction of Synod, the diocesan scale of clergy stipends is set by the Council, after consideration of the recommendations of the Inter Diocesan Conference.

(2) Subject to any direction of Synod the rate for allowances for books, hospitality, travel or any other allowances to be paid to the ministry staff of a Mission Unit, are set by the Council.

## Part 4
## Financial Assistance and Miscellaneous Matters

### 16 Application for grants or loans

(1) Any Mission Unit may apply for a Grant for Mission if it needs assistance in funding some Mission Unit initiative which will advance the Diocesan Mission, Vision and Values.

(2) Grants or loans from the Diocesan Development Fund are made as follows—

(a) from the capital or income of the Diocesan Development Fund; and

(b) may be applied in or towards the acquisition of land, the erection of buildings, or for other works of the Church in new housing areas or elsewhere in the Diocese; and

(c) interest may be charged on any loan granted.

(3) Any application for a grant or loan under subsections (1) and (2) must be made to the Diocesan Manager.

### 17 Financial Regulations to be followed by Mission Units

Financial reporting and processes to be followed by Mission Units must be as provided for in Schedule 7 of the Mission Units Canon 2016.

### 18 Amendments to Schedules

With the exception of Schedule 1, the Council may add to, amend, or replace any Schedule to this Diocesan Canon according to the process set out in section 6 of the Diocesan Legislation Revision Canon 2007.

### 19 Consequential amendments and Repeal

(1) The Diocesan Finance Canon 1998 is repealed.

(2) Consequential amendments are set out in Schedule 3.

## SCHEDULE 1
## S 13(3)

## PROVISIONS FOR APPORTIONING BUDGET SHARES

1. In this Schedule,

**Budget Year** means the Financial Year succeeding the year in which Synod meets;

**Community service ministry** means a ministry that provides service to members of the community beyond the immediate worshipping congregation of a Mission Unit, for example a foodbank or childcare centre.

**Financial Year** means the calendar year ending 31 December;

**Gross Assessable Income** has the meaning set out in clause 4 of this Schedule;

**Net Assessable Income** has the meaning set out in clause 5 of this Schedule;

**Income** means revenue as defined by financial reporting standards for not-for profit entities made under the Financial Reporting Act 2013 and applicable to the Diocese when reporting to comply with its obligations under the Charities Act 2005;

**Mission Unit Income,** includes all income received directly by the Mission Unit and trust income related to that Mission Unit;

**Trust income** means income derived by a trust for the support of a Mission Unit where that trust meets the tests for consolidation into the financial statements of the Diocese under the Financial Reporting Act 2013.

2. Unless Synod resolves otherwise, the total budget share for all Mission Units is ten percent (10%) of the average of the sum of the **gross assessable income** of all Mission Units for the three financial years immediately preceding the year of the Synod that sets the budget share for the budget year.

   *Example*: for budget year XXX6, Synod meets in XXX5

   Total Budget share = ((gross assessable income year XXX2+ gross assessable income year XXX3+ gross assessable income year XXX4)/3) *0.1

3. The budget share in any given year for a Mission Unit is determined as follows:

   (a) The **net assessable income** of each Mission Unit for the three financial years immediately preceding the year of the Synod, is added together and divided by three (the average net assessable income).

   (b) The total budget share for the budget year is allocated between Mission Units according to the proportion the Mission Units average **net assessable income** bears to the total of all Mission Units' average **net assessable income**.

   Example: for Mission Unit A for budget year XXX6

   Mission Unit A's average net assessable income = (the sum of Mission Unit A's net assessable income for years XXX2, XXX3, XXX4)/3

   Mission Unit A's budget share = Diocese total budget share * (Mission Unit A's net assessable income)/(all Mission Units net assessable income)

4. **Gross assessable income** of a Mission Unit is the income received by that Mission Unit during the year; **excluding**:

a) money received by the Mission Unit on trust for any other body or person
b) bequests received for any Mission Unit purpose
c) any money received for specific capital works or maintenance projects costing $15,000 or more
d) refunds
e) funds transferred within the Mission Unit accounts
f) The net proceeds of the sale of any asset of $15,000 or more
g) Grants for mission
h) Income from community service ministry, except where it is used to meet day to day parish expenses

Examples: Parish A runs a foodbank, which it funds from donations. Surplus donations are held for future years foodbank expenses These donations are not assessable income.

Parish B runs a fitness class for the elderly, which it funds from fees charged to the users of the service. It applies $2,000 from the fees to meet the costs of providing the buildings in which the class is held. The $2,000 only is assessable income, the balance of the fees are not assessable.

Notes:

1. Where Mission Units receive funds from a general bequest (having taken the Mission Unit's knowledge of the bequest-giver into account) or the sale of a property, the Diocese encourages them to voluntarily contribute ten percent as a tithe to the Diocesan Development Fund.
2. The Taranaki St Trust is deemed to fall within clause 4(c).

The following expenses may be deducted from income in determining **gross assessable income**:

a) The costs of any fundraising activity;
b) Any grant from the parish for overseas mission

5. The **net assessable income** of a Mission Unit is determined by making the following deductions from the Mission Unit Income:
   (a) in the case only of rural Mission Units, 100% of any amount in excess of $5,000 paid in that year to any member of the staff of the Mission Unit by way of reimbursement for travel undertaken by that member;
   (b) any housing allowance paid to a staff member of the Mission Unit
6. The Finance Committee may determine the application of this Schedule to any particular Mission Unit. In making a determination the Finance Committee shall endeavour to interpret the schedule according to its spirit and the principles of equity and fairness between Mission Units that the schedule seeks to apply.

Mission Units may request the Finance Committee to make a determination about any aspect of the application of this Canon to their activity at any time. Once such a determination is made, so long as the circumstances continue essentially unchanged, it shall continue to apply into future years.

7. Transitional Provision:
In relation to the Budget Years ending 31 December 2024, 2025, and 2026, the calculation of the Gross Assessable Income and the Net Assessable Income of a Mission Unit that was made in respect of Financial Years before the amendment of this Schedule must be used in the calculation of the three-year average.

## SCHEDULE 2
## S 8

## MANAGEMENT OF THE ACCOUNTS OF THE DIOCESE

1 The accounts of the Diocese must be prepared by the Anglican Centre.
2 All accounts close on 31 December in each year.
3 All receipts and payments in the various trusts must be passed through the bank account of the Board of Trustees.

## SCHEDULE 3
## S 19(2)

## CONSEQUENTIAL AMENDMENTS

1 The Diocesan Pioneer Mission Units Canon 2009 is amended by—

(a) inserting a new paragraph (c) in section 4 as follows:
"(c) to consult with the Bishop and the Diocesan Manager not later than 31 March of each year on an appropriate amount that pioneer mission unit will contribute to the diocesan budget for the following financial year; and"

and

(b) renumbering the subsequent paragraphs of section 4 accordingly.

2 The words "Diocesan Finance Canon 1998" are replaced by the words "Diocesan Finance Canon 2017" in:

(a) section 3 of the Diocesan Bishops Canon 1993; and
(b) sections 3 (twice) and 5(2) of the Diocesan Properties and Faculties Canon 2003.

3 Deletion of the word “gross” from section 5(2) of the Diocesan Properties and Faculties Canon 2003.

4 Replace section 13(3) of the Diocesan Finance Canon 2017 with:
The total budget share payable by all Mission Units to the Diocese and the individual budget share for each Mission Unit is determined in accordance with Schedule 1.

5 Schedule 1 of the Diocesan Finance Canon 2017 is replaced in accordance with the Budget Share amendments passed at Synod 2022.

6 Amend the Diocesan Properties and Faculties Canon in the following manner:
Clause 3 – remove the words “assessable income has the same meaning as set out in the First Schedule of the Diocesan Finance Canon 2017.”
Clause 5(2) – insert the word “gross” so the text reads “The maximum amount a vestry can spend on a project without authorisation from a general meeting of Parishioners is $20,000 or 10% of the gross assessable income (as defined in the First Schedule to the Diocesan Finance Canon 2017)…”

# NO 9

# DIOCESAN GOVERNANCE

## CONTENTS


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## A Diocesan Canon to provide for good governance in the Diocese.

### 1 Title

This Diocesan Canon is the Diocesan Governance Canon 2016.

### 2 Diocesan Mission, Vision, and Values Statements

The Diocesan Mission, Vision and Values Statements are set out in Schedule 1.

### 3 Strategies to advance the Diocesan Vision and Mission

(1) The major strategies of the Diocesan Council to advance the Diocesan Vision and Mission must be listed in Schedule 2.

(2) The Council must develop and update the list of its major strategies in Schedule 2 in a timely way, and at least annually.

### 4 Definition of Diocesan Governance

(1) Diocesan Governance is the system by which—

(a) the operation and activities of the Diocese are governed to advance the Vision, Mission and Values of the Diocese, and;

(b) authority to act to enable this is granted, and;
(c) those given authority to act are required to be accountable.

(2) Good governance principles which must apply to all diocesan bodies with a governance role are set out in Schedule 3.

**5 Role of the Bishop in Diocesan Governance**

The statement in the New Zealand Prayer Book of this Church's understanding of the role of a Bishop, together with a list of legislative provisions of this Church for the role of a Bishop, is set out in Schedule 4.

**6 Principal diocesan bodies**

For the purposes of this Canon, the principal diocesan bodies are those that have a principal role in Diocesan Governance and are listed in Schedule 8.

**7 Powers of principal diocesan bodies**

(1) In the exercise of their powers, the principal diocesan bodies must be guided at all times by the Mission, Vision and Values Statements of the Diocese set out in Schedule 1.

(2) Diocesan Council (the Council) must act–
(a) as required by any Canon of General Synod; and
(b) on behalf of Synod as required by any diocesan Canon, Standing Resolution or Standing Order.

Note: A list of provisions of the Canons of General Synod and of the Diocesan Canons that define the powers of the Council is set out in Schedule 9.

(3) (a) The responsibilities and powers of the Wellington Diocesan Board of Trustees (the Board) are defined primarily by: the General Synod Code of Canons, TITLE F, especially Canon III of Title F; the Anglican Church Trusts Act 1981, as amended in 1989, and; by trust and charity law.
(b) The Council must provide each incoming trustee of the Board with a Statement of the Board's roles and responsibilities, and the Statement be made available to the diocese electronically.

(4) Other principal diocesan bodies have the powers, authorities and responsibilities delegated to them by Synod or the Council.

(5) The principal diocesan bodies have all powers and authorities as may be reasonably necessary to enable them to perform their functions and carry out their duties.

**8 Diocesan Council**

(1) There is a Diocesan body called Diocesan Council.

(2) The primary function of the Council is to work with the Bishop in governance of the mission, ministry and management of the Diocese.

(3) In fulfilling its primary function, the key tasks of the Council are to—

(a) develop, consider and approve strategies to advance the Vision, Mission and Values of the Diocese;
(b) determine the financial resources to be allocated to enable those strategies, for approval by Synod;
(c) support the work of the groups and any office holders in Part 1 of Schedule 5;
(d) to oversee the management of the finances and property of the Diocese and to direct, monitor and support the work of the groups and any office holders in Part 2 of Schedule 5;
(e) make the recommendations to Synod that the Council thinks desirable to best advance the mission of the Diocese.

(4) The Council is the Standing Committee of the Diocesan Synod and every reference to Standing Committee in any Act of the New Zealand Parliament, Canon of the Anglican Church in Aotearoa, New Zealand and Polynesia, or in any Diocesan Canon, Standing Resolution, Standing Order, or in any contract or other document must be read as a reference to the Council.

(5) Voting in the Council is by Orders and must be according to the provisions of section 20 of the Diocesan Synod Canon 2017.

**9 Membership of Diocesan Council**

(1) The Council consists of—
(a) the Diocesan Bishop (the Bishop), who is the Chair; and
(b) four clergy persons; and
(c) five lay persons.

(2) Notwithstanding subsection (1), at the request of the Bishop the Council may, by resolution, appoint an Assistant Bishop of the Diocese as an additional member of the Council, according to the terms of that resolution.

(3) The resolution referred to in subsection (2) must state the term of office.

(4) The clergy and lay members of the Council are to be elected by Synod at its second ordinary session, after consideration of the recommendations of the Board of Nomination (as provided for in section 9 of the Diocesan Clergy Canon 1993 acting without any parish nominators), provided that any member of the Board of Nomination who has been a member of the Council in the preceding two years or is a potential candidate must not participate in the process of making a recommendation.

(5) Considerations that the Board of Nomination must take into consideration in its selection of persons to recommend to Synod to be members of the Council are listed in Schedule 6.

(6) Each person elected under subsection (4) holds office for a term of two years, unless he or she sooner resigns.

(7) A person is not a member of the Council unless:
(a) they are baptised, are a bona fide member of a Mission Unit or of a Pioneer Mission Unit in the Diocese, have signed the Declaration

of Adherence, as required by Title B, Canon XXI, to the Constitution/Te Pouhere, and;

(b) they have signed the Affirmation Statement of Service set out in Schedule 7.

(8) Any extraordinary vacancy in the membership of the Council must be filled by appointment by the Council, after consideration of the recommendations of the Board of Nomination.

(9) Any person who is a member of the Council and is not otherwise a member of Synod is a member of Synod while remaining in that role.

(10) The quorum for a meeting of the Council is the Bishop, two clergy persons and three lay persons. Persons participating in the meeting by teleconference or other means are deemed to be present.

(11) The Diocesan Manager must attend all meetings and is the Secretary of the Council.

**12 Limitation of role of Chairperson for principal diocesan bodies**

(1) Other than the Bishop, the chairperson of any diocesan body listed in Schedule 8 must be limited to holding that office for a period of 6 consecutive years.

(2) Any person who has compulsorily retired from the chair of a diocesan body under subsection (1) is eligible for re-election, appointment or co-option to that office after the expiry of 1 calendar year from the date of that person's compulsory retirement.

(3) Notwithstanding subsection (1), the Bishop may, with the consent of the Council, extend the limit of 6 consecutive years, by such period as the Bishop and Council determine.

**13 Appointments by Diocesan Council**

(1) Where the Council is to appoint any person to one of the other principal diocesan bodies it must consider persons who are committed to the Diocesan Mission, Vision and Values and have, and are able and willing to contribute, the skills, expertise and enthusiasm that would make them suitable for appointment.

(2) Every appointment is for a term of two years, or such shorter term as Council specifies at the time of making the appointment.

(3) Where any particular condition is made in respect of any appointment or election to any position in any other Diocesan Canon or resolution, this section shall be read subject to that particular provision.

**14 Failure to appoint by Synod**

In any case where, for any reason, Synod appoints or elects fewer than the number of members required for the Council, the shortfall is to be treated as an extraordinary vacancy, as provided for in section 9(8).

**15 Reporting**

(1) Minutes of the proceedings of the Council must be entered in a book kept for that purpose and tabled at Synod and a report on each meeting be made available to the diocese electronically in a timely way.

(2) The Council must report to the Diocese on matters of significance which it has dealt with since the last ordinary session of synod.

(3) Groups listed in Schedule 5 must each report to the Council as required by the Council.

(4) Principal diocesan bodies must each report to the Council as required by the Council and must report annually to Synod.

**16 Amendments to the Schedules**

With the exception of Schedule 1, the Council may add to, amend or replace any Schedule to this Diocesan Canon according to the process set out in section 6 of the Diocesan Legislation Revision Canon 2007.

**17 Consequential amendments and repeals**

(1) Management Committee is hereby reconstituted as Diocesan Council.

(2) The Diocesan Mission, Ministry and Management Canon 2000 is repealed.

(3) The 3M Canon Temporary Suspension Canon 2014 is repealed.

(4) Consequential amendments and enabling provisions to this Canon are set out in Schedule 10.

(5) The Diocesan Insurance Canon 1992 is repealed.

(6) Standing Resolution A6, The Young Persons Office Oversight Group, is repealed.

(7) Nominations Panel is hereby terminated.

**SCHEDULE 1**
**S 2**

## THE MISSION, VISION AND VALUES STATEMENTS OF WELLINGTON DIOCESE

The Mission Vision and Values of the Diocese are:

**(1) We are family, we are disciples,**
**we care for the last, the lost and the least.**

**(2) Who we are becoming — our Vision**

We are a transformative movement of joyful and loving local faith communities bringing the good news to all.

**(3) What we hold dear/how we get there — our Values**

- We worship and honour God;
- We are wholehearted disciples of Jesus, proclaiming the Kingdom of God, growing in faith, trusting in the Holy Spirit, and bringing people to Christ;
- We treasure our Anglican identity: our covenantal relationship with our Bishop, our common Eucharist, our prayer book liturgy, our three tikanga church, our diversity, our thirst for social justice, our Bible-based teaching and living out the Word;
- We do everything as family: whole-heartedly sharing our lives, thinking the best of each other, quickly resolving conflict, and knowing that we cannot thrive without our family;
- We constantly seek to address injustice and need, transforming our communities and beyond in the name of Jesus, in both word and in action;
- We rise together as a movement - celebrating and nurturing our diversity and strengths while giving each other the freedom to grow. Working together, we can achieve more.

**SCHEDULE 2**
**S 3**

# STRATEGIES TO ADVANCE THE DIOCESAN VISION AND MISSION

**[Note: Section 3 of this Canon requires that the Diocesan Council develop the major strategies to advance the Diocesan Vision and Mission prior to Synod 2017 and that these strategies be listed in this Schedule.]**

## MISSION AND VISION STRATEGIES

**OUR MISSION**
**We are family, we are disciples, we care for the last, the lost and the least.**

The following outlines our strategy to meet our Diocesan vision and values. There is cross over in each area, as the way we operate is to achieve more than one goal in everything we do, so one focus – such as leadership training, will also be hitting on discipleship, being family, last, lost least etc.

### WE ARE FAMILY…

**…in our Anglican ecclesiology and identity**

- *Our Diocese is one church with multiple local expressions, led by the Bishop.*
    - We invest in training for leaders and teams which builds healthy teams and reinforces the Diocese as the primary (therefore priority) team;
    - We gather 50+ key Diocesan leaders four times a year to invest in the Diocesan team;
    - We trust that in what we do, hear, and how we respond, we represent an attitude of trusting that those we interact with share the same diocesan values focus that we are working toward as a diocese, and hold us in good faith for doing the same;
    - We embrace healthy conflict to enable us to grow together.
- Our Diocese is part of the province of the Anglican Church of Aotearoa New Zealand and Polynesia and the worldwide communion.

**…in our approach to Festival, Congregation, and Small Group expressions**

- *Festival* expressions take the form of training days, Ministry Conference, Ordinations, Hui, and through partnering with organisations such as New Wine and Passionfest
    - Training is offered across the Diocese in different locations, and we travel for family
- *Congregation* –we build family, discipleship and ministry with the last, lost and least at a congregational level.

- We work towards excellence in the 9 core competencies of hospitality; leadership; discipleship; administration systems; pastoral care; children and youth; preaching; worship; evangelism.
- *Small Group* – we take every opportunity to go deeper in discipleship and in doing life and mission together
- We utilise the gift of our prayer book in festival, congregational and small group gatherings

**…in the way we all rise together**

- We focus on strengthening identified gaps to strengthen the body as a whole, e.g.

| Gap | Strongly Present |
|---|---|
| Youth | Older People |
| Lay Ministry | Ordained Ministry |
| Edge Ministry | Centre Ministry |
| Apostolic, Prophetic, Evangelistic Leadership | Teaching, Pastoral Leadership |
| Ethnic Diversity | NZ European |

- Our communications supports the process of transformation
    - We develop and invest in our communications networks to provide consistent, clear messaging of Diocesan vision, values and ministries
    - Communication tools are utilised to reduce cost and effect of travel and increase engagement from all regions of our Diocese.

**…in our acknowledgement of our three-tikanga church**

- We seek to increase our competence in biculturalism
    - e.g. holding training on marae settings regularly
    - Increasing use of te reo in spoken liturgy and use of waiata
    - Increasing the knowledge of the story of tangata whenua in our Diocese
- We invest in our relationship with Upoko
    - At least bi-annual meetings to be held with Upoko leadership team
- We acknowledge our relationship with Tikanga Pakeha; with the three tikanga of the Anglican church of Aotearoa New Zealand and Polynesia; and with the Anglican Communion.

**WE ARE DISCIPLES…**

- As teams and as individuals, in every activity we constantly ask ‘What is God saying and what are we doing about it?’ to be formed in character, knowledge, and ministry to be more like Jesus.
- We seek to live the key DNA of discipleship identified as:
    - Whole of life

    - Long term
    - Small group
    - Missional
    - Liminal – at the edge of our comfort
    - Intentional
    - Underpinned by strong leadership
    - Inspired by the Spirit
- Everyone is actively discipling others and being discipled
    - We invest in discipleship training and development at training days, Ministry Conference and in clusters
    - We invest in discipleship tools and models that prove fruitful in building discipling Christians (3DM, Cursillo, EFM, Anglican Studies, Catechumenate)
    - We educate and role model to leaders how to lead in a discipling way

**WE CARE FOR THE LAST, THE LOST AND THE LEAST…**

- **We proclaim the Gospel**
    - We actively grow people who respond to Christ's call, and are sent to minister as God calls
    - We seek to reclaim our confidence in the Gospel and sharing with others and provide training on this e.g. College of Preachers, preaching training, workshops on evangelism in everyday life

- **We actively address social justice issues**
    - We focus on social justice initiatives across the Diocese to impact local communities and our nation in a godly way e.g. reducing carbon emissions, alleviating child poverty, supporting refugees and ex-refugees in settling in to NZ, overseas missions.

Rotating focus on above 3 values

- Each year we have an increased focus on one of the above 3 values, with a linked theme. E.g
    - Family - Generous Hospitality
    - Discipleship – Our Transforming God
    - Last Lost Least – Being Sent
- The value and theme forms the overarching theme for festival and training events and the Lenten study each year.

**OUR VISION**

**We are a transformative movement of joyful and loving local faith communities bringing the good news to all.**

## WE ARE A MOVEMENT

- We review and adapt our structures and systems to keep them lightweight and low-maintenance so we can respond as the Holy Spirit leads
- As a Diocese we celebrate what God is doing through us, encourage each other in our ministries; provide opportunities for engagement in the work of the Kingdom of God
- Our focus is to influence (i.e. not force) people to whole-heartedly engage in the work of God's kingdom.

## WE ARE LOCAL

*We are one church (Diocese) with multiple local expressions.*

- We practice a cluster model to invest in local clergy and other ministries, and provide local support, collegiality, development and accountability
- Local churches reach out to the last, lost and least in a contextually relevant ways
- Regional youth workers are appointed to lead, develop and pastorally support local youth workers, and grow momentum in the Anglican Youth Ministries movement
- We invest in supporting the growth of worshipping and discipleship communities of the ethnic representations across our Diocese
- Our Bishop's Community Development Trust and Social Services and Community Development Board (and Anglican Care Network) supports local community-building initiatives
- We support Mission Unit and clergy reviews to identify and celebrate what God might be asking of a Mission Unit or clergy member, to identify and celebrate gifts, to discern how God is moving and challenging an individual or Mission Unit; and to review in in relation to Diocesan vision and values

## WE SEEK TO BE TRANSFORMED AND BE TRANSFORMATIVE

- We believe in a God who transforms us and makes a difference in all aspects of life.
- We recognise and raise up apostolically-gifted leaders to help the 'centre' church:
    - We acknowledge that leaders with apostolic and prophetic gifting's are better at planting and replanting projects of the kingdom;

  - Our Pioneer Development Unit supports apostolic leaders, and are the bridge builders and keepers between the mainline (centre) and pioneer (edge) of our family.
  - Pioneer leaders challenge the centre church, promoting renewal in God's call.
  - Centre leaders protect and enable pioneer leaders to invest in the edges God is calling them to.

- Children Youth and Young Adults – we invest in, disciple and form our young Anglicans as leaders in our churches.
    - We actively invest in developing leadership potential and skills
        - e.g. STARS and AYM houses for teens and young adults
    - We focus on a network of regional diocesan youth workers to invest in youth throughout the diocese
    - Northern and Southern Children and Family Enablers invest in and disciple the Children and Families leaders across the Diocese
    - Youth and Young Adults take part in six key Diocesan wide events across year, taking youth on a faith formation journey including belonging, discipleship, ministry, and leadership

## Appendix

<u>Discipleship (from Bishop Justin's teaching at 2016 ministry conference)</u>
**Intentional:** People had to proactively choose to allow their lives to be formed
**Longterm:** People seemed to need to be involved for years to mature
**Community/group:** It happens in small group of between 3-12 people
**Missional:** These groups are outwardly focussed they exist for others
**Leadership/mentoring:** Somebody helps to facilitate the journey
**Liminal:** It is scary and outside peoples comfort zones
**Worship/pray:** The group regularly worships and prays together
**Whole of Life:** these groups share life outside of formal gatherings, it's the informal that forms.
**Holy Spirit lead:** These groups are open and expecting that God will direct and be involved.

**9 Core Parish Competencies**

- Hospitality
    - The parish/congregation regularly eat a meal together
    - People experience hospitality in each other's homes
    - The parish/congregation is as culturally diverse as the surrounding community, and actively seeks to nurture greater diversity

    - A system of welcoming is in place and this practice is part of the parish life of all attendees
    - The retention rate of visitors or new people is high – and is monitored and reviewed
    - The parish/congregation makes sure the Dio as a whole is hospitable
- Leadership
    - 1 leader per congregation in parish
    - Developing and communicating vision and goals
    - Seek and train lay people for ministry and mission
    - Hold culture and know how to deal with conflict
    - Passionate and give themselves for the cause
    - Prioritise growth and do new things to make growth happen
    - Build teams that are part of the diocesan team
- Discipleship
    - DNA: small group; missional; intentional; long term; mentoring and leadership; holy spirit-led, liminal; worship and prayer; whole of life
    - Strategies in place
    - Teams (e.g. vestry) role-model discipleship
    - Parish recognises and lives out the importance of festival, parish and small group events
    - Everyone shares lives with each other in the every day
    - Parish connects with the diocesan resources/programmes available around discipleship
- Administration Systems
    - Administration staff are front or outward-facing, friendly, and welcoming
    - Effective communication of essential information is in place, and fosters belonging
    - Effective, regular staff meetings take place
    - Administration provides effective support for clergy and staff
    - The administration is connected with Diocesan resources and support
    - The finances are managed and monitored effectively
- Pastoral Care
    - The parish/congregation knows they have support when personal crises strike.
    - An effective pastoral team is in place, with appropriate oversight
    - There is a pastoral strategy for care of the parish/congregation
    - New people are welcomed and followed up
    - Those who are aging receive the personal care they need
    - The parish provides input/training into marriage, parenting, life skills etc.

- Children and Youth
    - Parish is intergenerational in services, mission, worship and in its life together
    - Children and youth groups and their leaders connect with Diocesan events and resources
    - All young people's programmes have capable and supported leadership
    - Children and youth are actively disciple and followers of Jesus. They are encouraged and released to minister in the gifts God has given them
    - Ministry to children, youth and families is part of the core mission of the parish. The specific needs of children and youth people are recognised and catered for.
    - Parents are mentored in raising children in faith, acknowledging parents as the first disciples of their children.
- Preaching
    - Is relevant to the lives and challenges that people / the parish are facing
    - The various gifting's (evangelist, pastor, prophet etc.) are known and utilised in services
    - A community with learns together is evident – preaching creates conversations that continue during the week
    - Preaching is directional – i.e. allied to the vision and mission of the parish and diocese
    - Preaching proclaims the gospel, and invites people into this story
    - The art of preaching is developed so that it is challenging, informative and engaging.
    - Different media are used regularly in preaching
- Worship
    - Liturgy is used creatively and worshipfully, orienting people's lives towards love and service to God and not self
    - The style of worship fits the size and skills of the congregation
    - Sung worship is enriching; drawing people closer to God and enabling them to express their praise and adoration
    - Prayer rhythms are in place for the parish, and intercession takes place in services, and at other times.
    - The Eucharist is transformation – moving the congregation from self to God
    - The worship is creative (e.g. interviews, personal sharing, involvement of children and young people, use of the arts.)
- Evangelism
    - Evangelistic programmes/strategies (e.g. Alpha) are in place and there has been training in personal evangelism in the last three years.
    - People share their faith with confidence

- There are regular evangelistic services/events
- People are confident in moving from 'presence evangelism' to proclamation.
- People with evangelistic gifting's are recognised and encouraged
- People regularly pray for their friends, family and neighbours to experience Jesus in their lives.

References include:
From Anecdote to Evidence:
https://www.churchofengland.org/resources/church-growth-research-programme and https://www.fromevidencetoaction.org.uk/

**SCHEDULE 3**
**S 4**

**GOVERNANCE PRINCIPLES FOR PRINCIPAL DIOCESAN BODIES**

1. In this Schedule, **Body** means one of the Principal Diocesan Bodies as defined in section 10 and Schedule 8.

2. The Body must at all times be guided by the Mission, Vision and Values Statements of the Diocese, set out in Schedule 1. In particular:

   **1. Ethical standards**
   Members of the Body (Members) must set high standards of ethical behaviour and responsible decision-making, model this behaviour, and hold management accountable for delivering these standards throughout the organisation.

   **2. Roles and responsibilities**
   There must be clarity regarding individual Member responsibilities, organisation expectations of Members, and the role of the Body.

   **3. Purpose and strategy**
   The Body plays an important role in setting the vision, purpose and strategies of the organisation, helping the organisation understand these and adapting the direction or plans as appropriate.

   **4. Body composition**
   To ensure an effective Body, there must be a balance of independence, skills, knowledge, diversity, experience and perspectives, and refreshment of Members.

**5. Body effectiveness**

A Body's effectiveness may be greatly enhanced through: careful forward planning of Body-related activities; Body meetings being run in an efficient manner; regular assessments of Body performance; having a Body succession plan; having an effective induction process for Members, and; effective use of sub-committees, where appropriate.

**6. Organisational effectiveness**

The degree to which an organisation is delivering on its purpose can be difficult to assess, but this can be aided by the Body determining and assessing appropriate performance categories and indicators for the organisation.

**7. Risk management**

Members must have a sound understanding of the key risks faced by the organisation, and should regularly verify there are appropriate processes to identify and manage these.

**8. Integrity and accountability**

The Body must have in place systems whereby: there is a flow of information to the board that aids decision-making; there is transparency and accountability to external stakeholders; and the integrity of financial statements and other key information is safeguarded, including through an independent external audit process.

**9. Stakeholder relations**

The Body must foster constructive relationships with stakeholders and encourage them to engage with the organisation.

**10. Stakeholder interests**

The Body must respect the interests of stakeholders.

**Note:** The good governance principles listed above are based on those developed by New Zealand Financial Markets Authority *Corporate Governance in New Zealand: Principles and Guidelines* (2014) and the Australian Institute of Company Directors *Good Governance Principles and Guidance for Not-for-Profit Organisations* (2013)

# SCHEDULE 4
# S 5

# ROLE OF THE BISHOP IN GOVERNANCE

## Part 1
## Bishop's role set out in the Ordinal

The New Zealand Prayer Book liturgy for *The Ordination of Bishops* contains the following summary of this Church's understanding of a Bishop's role:

> Bishops are sent to lead by their example in the total ministry and mission of the Church. They are to be Christ's shepherds in seeking out and caring for those in need. They are to heal and reconcile, uphold justice and strive for peace.
>
> Bishops are to exercise godly leadership in that part of the Church committed to their care, and to maintain wise discipline within its fellowship. The Church looks to them to promote peace and unity among all God's people, and to encourage their obedience to God's word. They are to keep the Church true to its faith, as found in Scripture and the Creeds, to teach this faith and proclaim it.
>
> Bishops are to ensure that an episcopal ministry is maintained. They are to ordain, send forth and care for the Church's pastors, and to preside over its worshipping life.

## Part 2
## Bishop's role defined in this Church's Constitution/Canons

(1) The Constitution, Part E, section 5 requires that any decision of a Diocesan Synod must be assented to by a majority in each Order, including the Diocesan Bishop, while Title B, Canon II, section 3, requires that any decision of a Standing Committee of a Diocese must be assented to by a majority in each order in that body.

(2) Title D, Canon 1, Part C, Section 1 states that the Licensing Bishop has by virtue of the office of Bishop, jurisdiction over standards of Ministry in that Bishop's Episcopal Unit.

## Part 3
## Bishop's role specified in Diocesan Canons

Further aspects of the Bishop's role in governance specified in Diocesan Canons include:

(1) The Diocesan Bishop must exercise primary episcopal care and oversight of the Diocese (DC 2, s3)

(2) The Bishop may license or appoint for various offices and may revoke the same (DC 7, s5; DC 12, s10; DC 7, s6)

(3) The Bishop may, with the agreement of Diocesan Council, intervene in the affairs of a Mission Unit (DC 15, s13)
(4) The Bishop convenes and presides over Synod (Diocesan Synod Canon 2017, s14(2)), and convenes and chairs meetings of Diocesan Council.

## SCHEDULE 5
## S 6(3)

## GROUPS AND OFFICE HOLDERS

### Part 1
### Mission and Diocesan Councils

**Groups which must report to the Council and to Synod**
Riverslea Trust Board
Social Service and Community Development Board
Diocesan Overseas Mission Group
Church School Boards
Bicultural Resource Sharing Allocation Committee
Manawatu Anglican Tertiary Chaplaincy
Massey University Wellington Campus Chaplaincy
Professional Standards Committee
Victoria University of Wellington Anglican Chaplaincy
Wellington Institute of Theology

**Groups which must report to the Council**
Young Persons Office Oversight Group
**Office Holder for these groups**
Archdeacon for Mission and Ministry

### Part 2
### Management groups

**Groups which must report to the Council and to Synod**
Diocesan Board of Trustees
Finance Committee
Synod Steering Committee

**Groups which must report to the Council**
Revising Committee
**Office Holder for these groups**
Diocesan Manager

## SCHEDULE 6
## S 9(5)

## REQUIREMENTS FOR APPOINTMENT OF COUNCIL MEMBERS

**1** Those to be appointed as members of the Council must be people who have demonstrated that they:
(a) deliver results;
(b) are led by the Spirit and grounded in the gospel;
(c) are able to function as a team player;
(d) listen and consult appropriately;
(e) bring and can appreciate a wide diversity of experience and views;
(f) have experience in governance;
(g) understand Anglican Mission Unit and other realities;
(h) live out the Values of the Diocese and are committed to the Vision and Mission of the Diocese.

**2** In recommending the appointment of persons to the Council, the Board of Nomination must have regard to:
(a) regional spread;
(b) gender balance;
(c) refreshment of Council membership.

## SCHEDULE 7
## S 7(4)(b)

## COUNCIL MEMBER AFFIRMATION STATEMENT OF SERVICE

1 I am personally committed to the Diocesan Mission, Vision and Values.

2 I understand that Council membership requires time commitment for meeting preparation, travel, meeting attendance and other business of the Council. I am able to give that time for the coming 24 months and expect to attend all Council meetings and will give the Council chair advance notice of my need to be absent for good cause.

3 I commit to uphold faithfully in prayer the Council and staff, and to promote the Mission of the Diocese within my sphere of influence.

4 I will comply with the Diocesan Standing Resolution E12 on Conflict of Interest. I have disclosed, in writing, any known or potential conflicts of interest to the Council Chair and/or Diocesan Manager.

5 I will strive continuously to increase my knowledge in the primary areas of mission and ministry for the Diocese.

6 I will strive to be a good steward of any funds expended on my behalf

as a member of the Council.

7 I understand that I am expected to contribute positively to the work of the Council and I will be candid in expressing any concerns I may have about the work of the Diocese to the Council or to the Council Chair.

8 I understand that my authority as a Council member is limited to Council meetings, or in fulfilling roles assigned to me by the Council, and that other activities in which I engage are done so as a volunteer.

9 If anything should occur during my term of office that would prevent me from keeping these intentions of being a positive contributor to the Council, I will take the initiative to talk to the Council Chair about a voluntary resignation to allow another to serve who is able to meet these expectations.

_____ (signature)
I affirm all of the above items and look forward to service

## SCHEDULE 8
## S 6

## PRINCIPAL DIOCESAN BODIES

Board of Nomination
Diocesan Board of Trustees
Diocesan Council
Finance Committee
Risk and Assurance Committee

## SCHEDULE 9
## S 12(1)

## COUNCIL POWERS

### Part 1
### Council Powers specified in Canons of General Synod

Council powers specified in the Canons of General Synod include that the Standing Committee of the Diocese (the Council):

(1) may advise the Primate that any Bishop of the Diocese, by reason of some mental or permanent physical infirmity, is wholly unable to exercise the episcopal jurisdiction or ministry to which they were appointed (Title A, Canon I, clause 6.8);

(2) may fill various vacancies in office (e.g. Title B, Canon I, clause 1.1(e));
(3) must be appointed, by the Diocesan Synod, and its decisions must be agreed to by a majority of each order (Title B, Canon II, clause 1.6 and clause 3);
(4) is responsible for ensuring that the Diocese is functioning on the basis of the covenants expressed in the Constitution of this Church and in partnership with the other partners (Title B, Canon XX, clause 3);
(5) must appoint a Tribunal to mediate or inquire into any complaints against a person with a licence from the Bishop which are referred to it by the Bishop (Title D, Canon I, Part D, clause 1.2);
(6) is the Diocesan Trusts Board/Appointing Body with power to appoint and remove trustees of the Diocesan Board of Trustees and the Trustees of any Body which holds any property in the Diocese on behalf of the General Synod (Title F, Canon I, clauses 1.1 and 2.1, and Canon VI clause 1, and; the Anglican Church Trusts Act 1981, section 20);
(7) must give its approval for any sale or exchange of lands held in trust for the General Synod (Title F, Canon III, clause 3.1);
(8) must receive the annual report of the Chair of the Diocesan Board of Trustees on the annual Performance Review for member Trustees, the Chairperson, and the Board itself (Title F, Canon III, clause 10.2);
(9) must decide all questions which arise between the Diocesan Trustees and the Ministers or the Officers of any Mission Unit (Title F, Canon III, clause 17);
(10) must approve the sale, exchange, mortgage or lease of any land on which there is, or which is held as a future site for, a church, a church hall, a school, a hostel or other building associated with a school, a memorial building or structure, or a burial ground (Title F, Canon IV, clause 1, and section 19 of the Anglican Church Trusts Act 1981).

## Part 2
## Council Powers specified in Diocesan Canons

Council powers specified in Diocesan Canons include that the Council:
(1) makes appointments to various diocesan bodies, and to church related organisations, such as special character schools.
(2) makes some grants;
(3) may review the duties of an Assistant Bishop upon the Bishop ceasing to hold office, and determines the emoluments of Assistant Bishops (DC 2, s5(2), s6, s7);
(4) must make all arrangements necessary for any alterations to the Cathedral buildings (DC 4, s8(1),(2));
(5) defines clerical offices, further to those already defined by the Synod, to which the Bishop may license clergy (DC 7s, 5(1)(m));
(6) adopts guidelines for cooperating Mission Units in the Diocese (DC 7, 7(2));

(7) must give prior agreement to the Bishop's action in terminating any clergy licence, without prejudice to the disciplinary powers conferred on the Bishop by Canon I, Title D. (DC 7, s23);
(8) must give guidance to the Finance Committee (which it appoints) in its preparation of the annual diocesan budget (DC 8, 8(a));
(9) must approve the creation or dissolution of a Mission Unit or of a Pioneer Mission Unit, and must give prior agreement to an intervention by the Bishop in the affairs of a Mission Unit (DC 15, s6(1), s7A, s21, s22 and DC 16, s3(2));
(10) must approve acquisition of a site for a church building and the erection of any church building (DC 18, s4(1),(2));
(11) determines certain disputes, (eg DC 21, s14);
(12) may extend the period during which emergency powers may be exercised in the event of an Emergency in the Diocese.

## SCHEDULE 10

## S 17(3)
## CONSEQUENTIAL AMENDMENTS

### Part 1

1 The words "Management Committee" are replaced with the words "Diocesan Council" in:
(a) sections 2(3), 3(1), 3(2), 3(7), 4(1), 4(1)(c), 4(2) (twice), 7(a), 7(b) and 8 of the Diocesan Administration Canon 2014;
(b) section 11 of the Table of Contents of, and in sections 5(2), 6(1) and (2), 7(1), 10, the title of section 11, sections 11 (twice), and 12 of the Diocesan Bishops Canon 1993;
(c) sections 4(b) and 8 of the Diocesan Burial Grounds Canon 1992;
(d) sections 6(1)(e), 8(1), 8(2) (three times) and 13(d) of the Diocesan Cathedral Canon 1992;
(e) sections 7(2), 9(4), 23(2), 23(4)(c), and 24 of the Diocesan Clergy Canon 1993;
(f) sections 17(2), 18(1), 19(c) to (e), 20(1), 21(a), 23(1), 24(1)(c) and 24(2)(b) of the Diocesan Finance Canon 1998;
(g) sections 8(a) and (b) of the Diocesan Interpretation Canon 1992;
(h) section 4(2) of the Diocesan Legislation Revision Canon 2007;
(i) section 5 of the Table of Contents and, in sections 3(d) and 5 of the Diocesan Massey University Ministry Facilities Canon 1993;
(j) sections 14 and 25 of the Table of Contents and, in sections 8(1), 8(2), 9(1) and (2), 10(1) and (2), 11, 12(1) to (3), 12(5) and (6), 12(9), 13(1) (twice), 13(2) and (3), 14 (twice), 20, 25

(twice), 46, 48(1) to (5), and in clauses 5, 6, and 7(b), and clauses 8 to 14 of Schedule 1, and in clauses 2 to 5, and 8 and 9 of Schedule 2, and in clause 6(b), and in clauses 52 and 53 of Schedule 3, and in clause 8 of Schedule 7 of the Diocesan Mission Units Canon 2016;

(a) sections 4, and 8 and 10 of the Table of Contents and, in the title of section 4, and in sections 4(1) and (2), 4(3) (twice), and in the title of section 8, and in sections 8(1) and (2), 9(2), 10, 11, 15(1), and in the title of section 17, in section 17, and in the title of section 18, in section 18(1), and in the title of section 19 and in section 19, of the Diocesan Properties and Faculties Canon 2003;

(b) section 2 of the Diocesan Riverslea Canon 2007;

(c) sections 4(2), 14, 17(b) and 21(b) of the Diocesan Synod Canon 1991;

(d) section 5(2) of the Diocesan Victoria University of Wellington Hall of Residence Canon 1963;

(e) section 12(2) of the Diocesan Wellington Institute of Theology Canon 1998;

(f) sections 4(1)(b), 4(3), 6(2)(c), 6(4), 8(1), 9 (twice), 10(1), 11, 12(1) of the Diocesan Emergency Response Canon 2013.

2 The words "Mission Council, Ministry Group", are deleted from:

(a) section 7(a) of the Administration Canon 2014;

(b) section 8(b)(twice) of the Diocesan Interpretation Canon 1992.

3 The word "Mission" is replaced by the word "Diocesan" in:

(a) section 5(i) of the Diocesan Church Related Schools Canon 2009;

(b) clauses 1 to 4 of Part B of the Third Schedule of the Diocesan Finance Canon 1998.

4 The words

"be guided by:

(a) Mission Council; and

(b) consult with Ministry Group and Management Committee in respect of matters of ministry and management; and

(c)"

are replaced by the words

":

(a) be guided by Diocesan Council; and

(b)"

in section 8(1) of the Diocesan Finance Canon 1998.

5 The words

(a) **"Management Committee** means the principal Diocesan body established under that name by section 9 of the Diocesan Mission, Ministry and Management Canon 2000"
are replaced by the words:
**"Diocesan Council** means the principal Diocesan body established under that name by section 8 of the Diocesan Governance Canon 2016";

(b) **"Ministry Group** means the principle Diocesan body established under that name by section 7 of the Diocesan Mission, Ministry and Management Canon 2000" are deleted;

(c) **"Mission Council** means the principal Diocesan body established under that name by section 5 of the Diocesan Mission, Ministry and Management Canon 2000" are deleted;

(d) "section 11 of the Diocesan Mission, Ministry and Management Canon 2000"
are replaced with the words:
"section 10 of the Diocesan Governance Canon 2016" in section 3(1) of the Interpretation Canon 1992.

6 The words "Ministry Group and the" are deleted from section 21(1) of the Diocesan Licensed Lay Ministers Canon 1998.

7 The words "after consultation with Mission Council and" are replaced by the word "with" in section 3(2) of the Diocesan Pioneer Mission Units Canon 2009.

8 The words
"mission statement and long term objectives as set out in the First and Second Schedules of the Diocesan Mission, Ministry and Management Canon 2000"
are replaced by the words:
"Mission Vision and Value Statements set out in Schedule 1 of the Diocesan Governance Canon 2016"
in section 3(3)(e) of the Diocesan Pioneer Mission Units Canon 2009.

9 The word "Mission" is replaced by the word "Diocesan"
in sections 4(b) and 4(c) of the Diocesan Pioneer Mission Units Canon 2009;
in sections 4(1)(b), 4(1)(e) (twice) of the Diocesan Social Service and Community Development Board Canon 1993.

10 The words "an Ongoing Task Team accountable to Ministry Group" are replaced by the words "accountable to Diocesan Council" in section 2 of the Diocesan Professional Standards Committee Canon 2009.

11 The words "Ministry Group" are replaced by the words "Diocesan Council":
in section 4 of the Diocesan Professional Standards Committee Canon 2009;
in sections 5(2), 5(3) and 7(7) of the Diocesan Riverslea Canon 2007;
in section 4(d) of the Diocesan Victoria University of Wellington Hall of Residence Canon 1963'
in section 6(1)(c) of the Diocesan Wellington Institute of Theology Canon 1998.

12 The words:
**"Management Committee** is the Diocesan body established under the Diocesan Mission, Ministry and Management Canon 2000"
are replaced by the words:

**"Diocesan Council** is the Diocesan body established under the Diocesan Governance Canon 2016"
in section 3 of the Diocesan Properties and Faculties Canon 2003.

## Part 2

The Diocesan Synod Canon 21, section 7 is amended by replacing the words:
**"7 Archdeacons**
Any person who holds the office of Archdeacon (and who is not otherwise a member of Synod) is a member of Synod while remaining in that office"
with the words:
**"7 Archdeacons and members of the Diocesan Council**
Any person who holds the office of Archdeacon or who holds the office of member of the Diocesan Council (and who is not otherwise a member of Synod) is a member of Synod while remaining in that office.

## Part 3

Standing Resolution E12 *Conflicts of Interest* is amended by:
1 deleting clause (2) and substituting in its place:
(2) **Diocesan Committee**
For the purposes of this standing resolution, "diocesan committee" means any one or more of the following:
(a) Office Committee
(b) Audit Committee
(c) Board of Nomination
(d) Diocesan Board of Trustees
(e) Diocesan Council
(f) Finance Committee
(g) Nominations Panel
Synod or Diocesan Council may amend this list of committees."

2 deleting clause (9) and substituting in its place:
"(9) Unless specified in a canon or approved by a resolution of Synod, no member of the diocesan administration, as defined in section 2(1) of the Diocesan Administration Canon 2014, may be appointed as a member of any diocesan committee.

**Part 4**

The provisions of the Diocesan Legislation Revision Canon 2007, section 7, are suspended in order to incorporate the content of the Diocesan Insurance Canon 1992 into this Canon as Schedule 11.

**Part 5**

The provisions of the Diocesan Legislation Revision Canon 2007, section 7, are suspended in order to:

1 incorporate the content of the Standing Resolution A6, Young Persons Office Oversight Group into this Canon as Schedule 12; and
2 amend the first line of Standing Resolution A4 to read:
"A4 VICTORIA UNIVERSITY OF WELLINGTON ANGLICAN CHAPLAINCY COMMITTEE" and;
Amend the first line of Standing Resolution A5 to read:
"A5 WELLINGTON DIOCESAN OVERSEAS MISSION GROUP".

## SCHEDULE 11

## DIOCESAN INSURANCE

1 The Wellington Diocesan Board of Trustees (the Diocesan Board) is responsible for all policy decisions for the insurance of all tangible assets for which it holds the title.

2 The Diocesan Council (the Council) is responsible for policy decisions for all other insurance including that relating to the care of clergy and diocesan staff policies, in consultation with the Diocesan Board as appropriate.

3 Under the oversight of the Council, the Diocesan Manager —
(a) provides advice to the Diocesan Board; and
(b) implements the policies of the Diocesan Board for the insurance arrangements made under the provisions of clause 1; and
(c) implements arrangements for the insurance of assets for which title is held by a Trust Board controlled, directly or indirectly, by a

Mission Unit in accordance with any instruction of the Trust Board concerned, or in accordance with the policies of the Diocesan Board in the absence of any such instruction; and

(d) provides advice to the Council; and

(e) implements the policies of the Council for the insurance arrangements made under the provisions of clause 2; and

(f) manages the payment by Mission Units of the cost of their insurance arranged under this Schedule.

## SCHEDULE 12

## YOUNG PERSONS OFFICE OVERSIGHT GROUP

**1 Establishment**

The Young Persons Office Oversight Group (Group) continues as a mission and ministry group accountable to the Diocesan Council.

**2 Functions**

The functions of the Group are:

(a) to support the work of the Diocesan Young Persons Office; and

(b) to provide advice, guidance and oversight to the Diocesan Young Persons Office and the Coordinators of the Diocesan Children's Ministry and Youth Ministry; and

(c) to set goals and objectives for the Diocesan Young Persons Office; and

(d) to administer the Youth Trust Fund; and

(e) to obtain the funding required to maintain the work of the Diocesan Young Persons Office.

**3 Membership**

(a) The Group comprises—

(i) the Bishop or the Bishop's nominee; and

(ii) the coordinator of the Diocesan Children's Ministry and the coordinator of the Youth Ministry; and

(iii) the Archdeacon for Young People; and

(iv) One person nominated by the coordinator of the Diocesan Children's Ministry and

(v) One person nominated by the coordinator of the Diocesan Youth Ministry and

(vi) Five people appointed by the Diocesan Council at its first meeting after the Second ordinary Session of each Synod.

(b) One member of the Young Persons Office Oversight Group must be under 25 years of age.

# NO 10

# DIOCESAN INTERPRETATION

## Contents


| | |
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| **1 Title** | **6 General provisions relating to repeals** |
| **2 Application** | **7. Canon inconsistent with new or amended Canon** |
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| **4 General rules of construction** | |
| **5 Interpretation of rules, regulations or bylaws** | |


## A Diocesan Canon to make better provision for the interpretation of Canons of Synod

### 1. Title

This Diocesan Canon may be cited as the Diocesan Interpretation Canon 1992.

### 2 Application

(1) This Diocesan Canon applies to all Diocesan Canons of Synod for the time being in force, whether enacted before or after this Diocesan Canon, except to the extent that –

(a) any provision of this Diocesan Canon is inconsistent with the intent and object of any such Diocesan Canon; or

(b) the interpretation that any provision of this Diocesan Canon would give to any word, expression, or section of any such Diocesan Canon is inconsistent with the context; or

(c) any provision of this Diocesan Canon is inconsistent with any particular definition or interpretation contained in any such Diocesan Canon.

(2) It is not necessary to insert in any Diocesan Canon a declaration that this Diocesan Canon applies to that Diocesan Canon.

### 3. General interpretation of terms

(1) In this Diocesan Canon, and in every Diocesan Canon to which this Diocesan Canon applies, unless the context otherwise applies -

**Bishop** means the Bishop of the Diocese; and includes the Vicar-General where the Diocesan Canons authorise the Vicar-General to act on the Bishop's behalf

**Canons** means the Canons of General Synod for the time being in force

**Church** means the Anglican Church in Aotearoa, New Zealand and Polynesia, commonly called the Anglican Church

**Constitution** means the Constitution of the Church for the time being in force

**Diocese** means the Diocese of Wellington
**Diocesan Manager** means the person appointed under section 5(b) of the Management Canon 2017.
**Diocesan Canon**

(a) means a Diocesan Canon made by resolution of Synod in accordance with the Standing Orders of Synod; and
(b) includes Acts deemed by resolution of Synod on 15 September 2007 to be, and to have been made as if they were Diocesan Canons, for so long as they remain in force

**Financial year** means the period commencing with the 1st day of January in any year and ending with the 31st day of December in that year
**General Synod** means the General Synod of the Church
**Diocesan Council** means the principle Diocesan body established under that name by section 8 of the Diocesan Governance Canon 2016
**Maori** means a person of the Maori race of New Zealand; and includes any descendant of such a person
**Month** means a calendar month
**Mission Unit assistant** means a Mission Unit worker who holds a licence from the Bishop as a Mission Unit assistant
**Synod** means the Wellington Diocesan Synod
**Vicar** means a priest in sole charge of a Mission Unit
Words importing the singular number include the plural number, and words importing the plural number include the singular number.

(2) All other expressions must, unless the context otherwise requires, have the same meaning (if any) as is expressly given to them in a similar context by the Diocesan Canons.

**4. General rules of construction**

The following provisions must have effect in relation to every Diocesan Canon, except in cases where it is otherwise specially provided -

(a) every Diocesan Canon must be divided into sections if there are more enactments than one, which sections must be considered to be substantive enactments, without any introductory words:
(b) every Diocesan Canon passed in amendment of a former Diocesan Canon must be read and construed according to the definitions and interpretations contained in the former Diocesan Canon; and the provisions of the former Diocesan Canon (except so far as the same are altered by or inconsistent with the amending Diocesan Canon) must extend and apply to the cases provided for by the amending Diocesan Canon in the same way as if the amending Diocesan Canon had been incorporated with and formed part of the former Diocesan Canon:
(c) the law must be considered as always speaking, and whenever any matter or thing is expressed in the present tense the same must be applied to the circumstances as they arise, so that effect may be

given to each Diocesan Canon and every part of each Diocesan Canon according to its spirit, true intent, and meaning:

(d) the preamble of every Diocesan Canon must be considered to be part of the Diocesan Canon, intended to assist in explaining the purport and object of the Diocesan Canon:

(e) the division of any Diocesan Canon into parts, titles, divisions, or subdivisions, and the headings of any such parts, titles, divisions, or subdivisions, must be deemed for the purpose of reference to be part of the Diocesan Canon, but must not affect the interpretation of the Diocesan Canon:

(f) marginal notes to a Diocesan Canon must not be considered to be part of the Diocesan Canon:

(g) every Schedule or Appendix to a Diocesan Canon must be considered to be part of the Diocesan Canon:

(h) wherever forms are prescribed, slight deviations therefrom, but to the same effect and not calculated to mislead, must not affect their validity:

(i) every Diocesan Canon must be deemed remedial, and must accordingly receive such fair, large, and liberal construction and interpretation as will best ensure the attainment of the object of the Diocesan Canon according to its true intent, meaning, and spirit.

**5 Interpretation of rules, regulations or bylaws**

Where a Diocesan Canon confers a power to make rules, regulations, or bylaws, expressions used in any rules, regulations, or bylaws shall, unless the context otherwise requires, have the same meanings as in the Diocesan Canon conferring the power.

**6 General provisions relating to repeals**

(1) The following provisions must apply in respect of the repeal of any Diocesan Canon in whole or in part:

(a) the repeal must not prevent the effect of any saving clause, and must not revive any enactment previously repealed unless words be added expressly reviving the previously repealed enactment:

(b) the repeal must not affect any Diocesan Canon in which the repealed enactment has been applied, incorporated, or referred to:

(c) the repeal must not affect the validity, invalidity, effect, or consequences of anything done or suffered, or any existing status or capacity, or any right, interest, or title already acquired, accrued, or established, or any remedy or proceedings in respect of the same, or the proof of any past act or thing.

(2) In every unrepealed Diocesan Canon in which reference is made to any repealed Diocesan Canon, that reference must be construed as referring to any subsequent enactment passed in substitution for the repealed Diocesan Canon, unless the context otherwise requires; and all the provisions of the subsequent amendment, and of any enactment amending

it, must, as regards any subsequent transaction, matter, or thing, be deemed to have been applied, incorporated, or referred to in the unrepealed Diocesan Canon.

**7 Diocesan Canon inconsistent with new or amended Canon of General Synod**

(1) Whenever any Canon is duly passed or amended by General Synod in such a way that any provision contained in any Diocesan Canon becomes inconsistent with the Canon, then such provision must, until duly amended by Synod so as to remove the inconsistency, be deemed to have been, as from the coming into operation of the Canon, either repealed or amended in such manner as may be necessary to remove the inconsistency with the new or amended Canon.

(2) Every reference to Diocesan Secretary in any Canon of the Anglican Church in Aotearoa New Zealand and Polynesia, or other document, must be read as reference to the Diocesan Manager.

**8 Exclusion of personal liability**

No liability shall attach to the Diocese, or to any person or body representing the Diocese, or to any property under the control of any such person or body, merely because -

(a) any member or officer of any board, committee, or other body in whose name a liability is incurred is appointed or removable by Synod, Diocesan Council, or the Diocesan Trusts Board; or

(b) the board, committee, or other body is in any way subject to the authority of Synod or Diocesan Council or is obliged to present its report or accounts to Synod or Diocesan Council, —

but the property vested in or controlled by the board, committee, or other body shall alone be answerable for its liabilities unless those liabilities are expressly undertaken by some other person or body.

# NO 11

# DIOCESAN LEGISLATION REVISION

## Contents


| | |
|---|---|
| **1 Title** | **6 Revision of Diocesan Canons** |
| **2 Commencement** | **7 Consolidating Diocesan Canon** |
| **3 Interpretation** | **8 Advice** |
| **4 Revising Committee** | **9 Repeal** |
| **5 Duties of Revising Committee** | |


## A Diocesan Canon to establish the Revising Committee and to set out the duties of this Committee.

### 1 Title

(1) This Diocesan Canon is the Diocesan Legislation Revision Canon 2007.

(2) This Diocesan Canon replaces the Acts and Bills Revision Act 1992.

### 2 Commencement

This Diocesan Canon commences upon the passing of the resolution by the Bishop, Clergy, and Laity of the Diocese of Wellington, in Synod.

### 3 Interpretation

In this Diocesan Canon-

**legislation** means Diocesan Canons, Standing Resolutions, and Standing Orders of the Diocese of Wellington

### 4 Revising Committee

(1) On the first day of the second ordinary session of each Synod, Synod must, after considering the recommendations of the Diocesan Council, appoint three persons to be the Revising Committee.

(2) Synod in session must fill any vacancy in the membership of the Revising Committee or, if Synod is not in session, Diocesan Council must fill any vacancy.

(3) The members of the Revising Committee remain in office until their successors are appointed.

(4) Two members of the Revising Committee form a quorum.

### 5 Duties of Revising Committee

The duties of the Revising Committee are—

(a) to check every proposal to enact or amend a Diocesan Canon that it is intended will be the subject of a motion at Synod; and

(b) to alter any proposals, as necessary or desirable, in order to—

(i) ensure that they comply with the Canons of General Synod and other Diocesan legislation that is not consequentially

amended; and
(ii) make their intention clear and precise; and
(iii) avoid difficulties in interpretation; and

(c) to present to Synod consolidations of Diocesan Canons that the Revising Committee considers desirable in order to—
(i) ensure that the Diocesan Canon correctly sets out the amendments that have been made in respect of it from time to time; and
(ii) make any consequential amendments in accordance with section 8; and

(d) to give advice to Diocesan Council in relation to every proposal to amend a Schedule to a Canon in which there is provision for such amendment to be made by the Council.

(e) to give advice, on request, in relation to any proposal to make or amend a Standing Resolution or Standing Order.

(f) to report to each ordinary session of Synod its recommendation of which (if any) of the resolutions passed at the preceding Session should be recorded as a Standing Resolution, and which (if any) of the Standing Resolutions should be amended or deleted, such recommendation to be put to the vote.

**6 Council Amendments to Schedules of Canons**

(1) Where a Diocesan Canon makes provision for the Diocesan Council (the Council) to amend a Schedule to that Diocesan Canon (a Schedule), such amendment must be made according to the provisions of subsections (2)-(5).

(2) Before acting under subsection (1), the Council must—
(a) receive advice from the Revising Committee; and
(b) consider whether the amendment proposed might be of significant diocesan interest.

(3) If in any respect the Council does not intend to act on the Revising Committee's advice received under subsection 2(a), it must advise the Committee of that and must then, if the Revising Committee so requests, refer the matter to the Chancellor.

(4) If the Council determines that the amendment proposed might be of significant diocesan interest, it must—
(a) give two months' notice of the amendment proposed via a diocesan-wide publication and invite written submissions on the proposed amendment, and
(b) consider any submissions made before proceeding with that amendment.

(5) If the Council determines that the amendment proposed would not be of significant diocesan interest, it may proceed to make the amendment without giving notice.

(6) The Council must report any amendment to a Schedule in a timely way and must include any such report in its annual report to Synod.

**7 Consolidating Diocesan Canon**

A Diocesan Canon that consolidates one or more Diocesan Canons:

(a) must be presented to Synod by the Revising Committee; and

(b) must be passed in accordance with the Standing Orders of the Diocese on notice of motion by resolution of the Bishop, clergy and laity of the Diocese of Wellington, in Synod; but

(c) may not be amended by Synod except for –

(i) the correction of errors of transcription or printing; and

(ii) the incorporation of amendments made to the Diocesan Canon after the preparation of the consolidation and before the passing of the consolidating Diocesan Canon.

**8 Advice**

The Revising Committee may consult the Chancellor or any other expert on any matter coming within the scope of the Revising Committee's duties.

**9 Repeal**

The Acts and Bills Revision Act 1992 is repealed.

# NO 12

# DIOCESAN LAY MINISTRY

## Contents


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| 2 | Interpretation | 12 | Capacity in which lay ministers may be licensed |
| | Part 1 | 13 | Licences required in certain cases |
| | Fundamental provisions | 14 | Lay Minister in Charge |
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| 4 | Vision for lay ministry | 16 | Lay minister to sign declarations and covenant |
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| 6 | Purpose for licensing lay ministry | 18 | Conclusion and renewal of licence |
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| | Part 2 | 20 | Transitional provisions |
| | Licensing of lay ministers | 21 | Repeal and consequential amendments |
| 9 | Application for licence | Schedules | |
| 10 | Qualifications for holding licence | | |


## A Diocesan Canon to make provision for lay ministry

### 1 Title

This Diocesan Canon is the Diocesan Lay Ministry Canon 2019.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires—

**congregation** means a group of parishioners in a Mission Unit who meet regularly for public worship, meeting monthly or more frequently;

**Lay Chaplain** means a layperson licensed by the Bishop for oversight of a Chaplaincy;

**Lay Minister in Charge** means a layperson licensed by the Bishop in accordance with section 14;

**Licence** means a lay minister's licence issued under Part 2;

**Minister in Charge** means the Vicar or Minister in Charge, lay or ordained, licensed by the Bishop to guide the life of a Mission Unit;

**place of calling** means the place of ministry in which the person is licensed to minister under Part 2;

**place of ministry** means a Mission Unit or other units of mission in the Diocese.

## Part 1
## Fundamental provisions

**3 Affirming the ministry of all the baptised**

Every Christian is, by virtue of baptism, called and empowered to be a minister of Christ's love and care, and needs no formal authorisation to exercise that ministry.

**4 Vision for lay ministry**

The vision for lay ministry in the Diocese is for lay members of the diocese to grow and flourish in ministry which reflects and contributes to—

(i) the diocesan Mission, that we are family, we are disciples, we care for the last, the lost, the least; and

(ii) the diocesan Vision, that we are a transformative movement of joyful and loving local faith communities bringing the good news to all.

**5 Implementation of the Vision for lay ministry**

(1) Lay ministers are essential to the implementation of this vision.

(2) For the implementation of the vision, the support and input of clergy and of other lay members of each Mission Unit are also essential.

(3) The expectation of the Diocese is that each Mission Unit will make full use of diocesan training and will otherwise support and equip their lay members to pursue the ministries to which God is calling them.

(4) Some classes of lay ministry require a Bishop's licence as set out in section 13

**6 Purpose for licensing lay ministers**

The purpose of licensing lay ministers is fourfold—

(a) to recognise and affirm the gifts of the minister; and

(b) to provide for the development of those gifts through appropriate and ongoing training; and

(c) to affirm that the minister exercises that ministry in any capacity specified in the licence in the name and with the authority of the Church; and

(d) to provide a means of accountability of the minister to the Church in the exercise of ministry in any capacity specified in the licence.

**7 Lay minister not to perform certain priestly acts**

No lay minister may pronounce absolution, give a blessing, use the Great Thanksgiving or a prayer of consecration in any Eucharistic liturgy.

**8 Local arrangements for ministry**

(1) Subject to sections 7 and 13, the Minister in Charge and governing body of a place of ministry may make appointments for the exercise of lay ministry in that place.

(2) Appointments under subsection (1) are not a diocesan or Bishop's licence for ministry but are local ministry arrangements.

## Part 2
## Licensing of lay ministers

**9 Application for licence**

(1) An application for a lay minister's licence to minister in a Mission Unit needs the consent of —

(a) the Minister in Charge of the place of calling; and

(b) the vestry of the place of calling.

(2) An application for a lay minister's licence to minister as a Lay Chaplain needs the consent of the relevant authorities for the Chaplaincy concerned.

**10 Qualifications for holding licence**

A person who applies for a lay minister's licence must—

(a) have been baptised and confirmed; and

(b) if ministering in a Mission Unit, be on the Electoral Roll of that Mission Unit; and

(c) have completed, or be actively in the process of completing, the training requirements that the Bishop requires of them in respect of each capacity for which a licence is sought.

**11 Bishop may issue licence**

(1) The Bishop may, in accordance with this Canon, issue a lay minister's licence to any person whom the Bishop believes to be suitable and qualified.

(2) The licence must specify each capacity in which the holder is authorised to exercise ministry under the licence.

**12 Capacities in which lay ministers may be licensed**

A lay minister's licence may be issued in respect of one or more of the following:

(a) Lay Minister in Charge of a Mission Unit, as set out in section 14;

(b) Lay Chaplain; and

(c) any capacity provided for in section 13.

**13 Licences required in certain cases**

Apart from the licences issued under section 12(a) and (b), a lay licence from the Bishop is required, and is given as the Bishop determines, for lay ministry which involves significant ministry oversight as follows—

(a) a lay ministry of oversight of a congregation in the absence of a clergy person; or

(b) a lay person exercising a liturgical ministry of healing, through the laying on of hands and/or anointing with oil, as set down in the New Zealand Anglican Prayer Book; or

(c) a lay person or class of lay persons exercising any other ministry where the Bishop considers it necessary.

**14 Lay Minister in Charge**

(1) The Bishop may, in accordance with this section, appoint a Lay Minister in Charge of a Mission Unit.

(2) Before making such appointment, the Bishop must be satisfied that the constitution and structure of the governing body for the Mission Unit concerned embodies the principle of partnership in ministry between ordained ministers and the lay members of the church arrangements, as required by the provisions of General Synod, Title B, Canon V, section 1.2.

(3) An appropriate title for the Lay Minister must be determined by the Bishop, in consultation with the Mission Unit and the Lay Minister.

(4) Before the appointment of a Lay Minister in Charge to a Mission Unit, the Diocesan Board of Nomination, the Mission Unit concerned must be consulted, in accordance with the provisions of section 38 of the Diocesan Mission Units Canon 2016, with the references to Priest in Charge being treated as references to Lay Minister in Charge.

**15 Lay minister to sign declarations and covenant**

Prior to the issue of a lay minister's licence, the lay minister must sign —

(a) the Declaration of Adherence and submission to the authority of the Constitution/te Pouhere, set out in Schedule 1; and

(b) a covenant, in the form that the Bishop requires, relating to training, conduct, ethics, supervision, and spiritual direction.

**16 Form and term of licence**

(1) A lay minister's licence must be in the form set out in Schedule 2.

(2) A licence has effect for three years or a shorter time that the Bishop determines.

(3) A lay minister's licence is not transferable from the Mission Unit for which it was given to any other Mission Unit.

**17 Conclusion and renewal of licence**

(1) A lay minister's licence terminates at the end of the period for which it was issued or when the lay minister leaves the Mission Unit for which the licence was issued.

(2) A lay minister's licence may be renewed with or without modification as the Bishop determines.

(3) The application by a Lay Minister for renewal of their licence must follow the same process as the initial application for a licence set out in section 9.

**18 Termination of licence**

(1) The Bishop may terminate a lay minister's licence —

(1) following a resolution to that effect by the governance body of the place of calling; or

(2) with the consent of Diocesan Council, for any other reason which the Bishop considers it necessary to do so.

(2) Where a licence is terminated under this section, any appointment relating to that licence terminates with effect from the date of termination of the licence.

## Part 3
## Transitional Provisions, Repeal and Consequential amendment.

**19 Transitional Provisions**

(1) The licence of every person who, immediately before the passing of this Diocesan Canon, held a licence as a lay minister, continues to have effect as if this Canon had not been passed, until the date of the first anniversary of the passing of this Diocesan Canon, on which date every such licence expires unless renewed under the provisions of this Canon.

(2) Every local licence or instrument of authority granted under section 8 of the Diocesan Licensed Lay Ministers Canon 1998 continues to have effect as if this Canon had not been passed, until the date of the first anniversary of the passing of this Diocesan Canon, on which date every such licence expires.

**20 Repeal and Consequential Amendments**

(1) The Licensed Lay Ministers Canon 1998 is repealed.

(2) The consequential amendment is set out in Schedule 3

(3) Schedule 1 of the Diocesan Lay Ministry Canon 2019 is replaced.

**SCHEDULE 1**
**S 15(a)**

# DECLARATION OF ADHERENCE AND SUBMISSION TO THE ANGLICAN CHURCH IN AOTEAROA, NEW ZEALAND AND POLYNESIA

***I, <<NAME>>***

DO DECLARE that I will give all due obedience to The Constitution/Te Pouhere and the Code of Canons of the Anglican Church in Aotearoa New Zealand and Polynesia and to the decisions and judgments of those holding authority under The Constitution/Te Pouhere and the Code of Canons including all regulations which may be made pursuant to The Constitution/Te Pouhere and the Code of Canons to the extent that that authority and those provisions relate to

relate to

the office of ..... /

membership of .....

and to any other office or membership I may at any time hold.

AND I hereby undertake in consideration of my holding any such office or membership immediately to resign that office or membership together with all the rights and emoluments appertaining thereto whenever I shall be called upon so to do by those acting under authority given to them by The Constitution/Te Pouhere or the Code of Canons or any regulations made pursuant to them.

Given under my hand this _____day of _____ 20_____

(Signed)

_____

In the presence of

_____

Signature of Witness

_____

**SCHEDULE 2**
**S 16**

**LAY MINISTER'S LICENCE**

_____by the GRACE OF GOD, BISHOP OF WELLINGTON

to our well beloved in Christ

*[Name of lay minister]*

GREETINGS

WE, having received an application from *[Name of place of calling]* made with the consent of the vicar and vestry of that place of calling, and

(a) being assured that you are a person of sincere faith and personal integrity, and that you have been baptised and confirmed, and that you have been regular in worship in the place of calling for at least 12 months, and that you have completed, or are actively in the process of completing, the Diocesan training requirements in respect of each capacity to which this licence applies; and

(b) having received from you a declaration of adherence and submission to the authority of the Constitution/Te Pouhere, and a covenant relating to training, conduct, ethics, supervision, and spiritual direction.

**DO HEREBY ADMIT YOU TO THE OFFICE OF LAY MINISTER** whereby you are authorised, subject to the direction of the Minister in Charge of [*Name of place of calling*], to exercise ministry

in [*Name of the place of calling*]*;* and
in [*Name of any other place of ministry in which the Minister in Charge has requested the lay minister to minister*]
in [*list of each capacity to which the licence is to apply*]

**IN WITNESS WHEREOF** we have affixed our Episcopal Seal this _____day of_____in the year of our Lord two thousand and _____ and in the _____ year of our episcopal ordination.

This licence, unless renewed by our Endorsement, will expire on the _____day of _____ 20_____

## SCHEDULE 3
## S 8

## CONSEQUENTIAL AMENDMENT

**1. Local ministry authorisations**

That the words in section 24(3) of the Diocesan Mission Units Canon 2016 which read

"(3) The Vestry must review any local licences or other instruments of authority to exercise ministry in the Parish."

be replaced by the words

"(3) The Vestry must review any local appointments for the exercise of ministry in the Parish made under s 8 of the Lay Ministry Canon 2019."

# NO 13

# DIOCESAN MANAGEMENT

## CONTENTS


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| **1 Title**<br>**2 Interpretation**<br>**3 Role of Diocesan Council**<br>**4 Duties of the Diocesan Manager**<br>**5 Duties of Human Resources Advisor**<br>**6 Amendments to Schedules**<br>**7 Consequential Amendments and Repeal** | **Schedule 1**<br>**Management Tasks and Manager's Duties**<br>**Schedule 2**<br>**Diocesan Records to be Kept**<br>**Schedule 3**<br>**Consequential Amendments** |


## A Diocesan Canon to Provide for the Management of the Diocese

### 1 Title

This Diocesan Canon is the Diocesan Management Canon 2017.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires—

**Diocesan Management Team** (Management Team) means the staff appointed to support the management of the human resources and finances of the Diocese and does not include staff appointed by a Mission Unit for the management of that Mission Unit.

**Diocesan Staff** means those Diocesan staff, paid or voluntary, part or full-time, who work at the Anglican Centre, and includes the Management Team.

**Diocesan Manager** means the person appointed under this Canon to manage the Diocese.

**Human Resources Advisor** means the person appointed under section 3(1)(e) ("HR Advisor").

### 3 Duties of Diocesan Council

(1) The duties of Diocesan Council (the Council) in the management of the diocese are to—

(a) be a good employer on behalf of the diocese; and

(b) appoint and terminate the appointment of the Diocesan Manager; and

(c) review the performance of the Diocesan Manager; and

(d) ensure that the tasks set out in Schedule 1 are carried out; and

(e) appoint and terminate the appointment of an HR Advisor.

(2) The Council must appoint the HR Advisor at its first meeting after the second ordinary session of each Synod or at any time it deems convenient.

### 4 Duties of the Diocesan Manager

The duties of the Diocesan Manager are:

(a) to manage the Diocese as set out in Clause 1 of Schedule 1; and
(b) to appoint, determine the remuneration and terms and conditions of and manage the Management Team as set out in Clause 2 of Schedule 1; and
(c) to manage the income and expenditure of the Diocese; and
(d) to administer each Synod; and
(e) to ensure that the published policy documents of the Diocese are properly maintained and kept up to date; and
(f) to maintain and keep up to date the means of Diocesan communication, including the Diocesan website; and
(g) to advise the Council on any matter relating to the management of the Diocese; and
(h) other duties as are agreed with the Council.

**5 Duties of the Human Resources Advisor**

The duties of the HR Advisor are:

(a) when required by the Bishop, in consultation with the Bishop, to co-opt up to two other persons to form a subcommittee whose task is to recommend to the Council a person to be appointed Diocesan Manager, the Bishop being ex officio a member of the subcommittee; and
(b) when requested by the Diocesan Manager, or by the Bishop, or by the Council, to offer advice on any matter of human resources relating to the Management Team; and
(c) to approve recommendations of the Diocesan Manager for the appointment of managers reporting directly to the Diocesan Manager; and
(d) to approve the Diocesan Manager's leave forms and expense claims; and
(e) to co-opt others, in consultation with the Bishop or the Diocesan Manager when, in the judgement of the Bishop or Diocesan Manager or HR Advisor, such co-option is warranted.

**6 Amendments to Schedules**

The Council may add to, amend, or replace any Schedule to this Diocesan Canon according to the process set out in section 6 of the Diocesan Legislation Revision Canon 2007.

**7 Consequential amendments and Repeal**

(1) The Diocesan Administration Canon 2014 is repealed.
(2) Consequential amendments are set out in Schedule 3.

## SCHEDULE 1
## S 4(a), (b)

## MANAGEMENT TASKS AND MANAGER'S DUTIES

### 1 Principal Tasks in Managing the Diocese

The principal tasks in managing the diocese are all of the following:

(a) to provide all necessary administrative and secretarial assistance to the Bishop, Synod, the Council, Finance Committee and the Board of Trustees, and to such other councils, agencies, and office holders of the diocese as may be determined by the Council;

(b) to keep and prepare the accounts of the diocese (including its general and special trusts), and of every council, agency, and office holder of the diocese, except as otherwise agreed by the Council;

(c) to maintain a transparent system for the apportionment of office expenses between the councils, agencies and office holders whose affairs the Management Team manages;

(d) to collect all assessments and budget shares payable by Mission Units, and to encourage and facilitate all such payments by due date;

(e) to make all payments necessary or advisable to enable diocesan personnel and diocesan obligations to be paid in a timely manner and in accordance with budget allocations and otherwise;

(f) to prudently manage diocesan resources and keep all records of all property and other assets of the diocese including the diocesan records specified in Schedule 2 of this Diocesan Canon;

(g) to comply with the terms of all trust deeds applicable to any general or special trust of the Diocese;

(h) to provide support and assistance to Mission Units within the diocese on such matters as are determined by the Council; and

(i) to prepare the budget for the next financial year for presentation and discussion at the pre-synod Regional Meetings, and for presentation to and approval by Synod.

### 2 Further duties of the Diocesan Manager

The Diocesan Manager must ensure all of the following:

(a) a safe working environment for diocesan staff, and for visitors, to ensure that any perceived or actual conflicts of interest are identified, recorded, and appropriately managed; and

(b) that the work environment for diocesan staff meets the obligations under the Health and Safety at Work Act 2015; and

(c) that the standards of service set by the Council are met by the Management Team; and

(d) a review at least annually of the performance of, and terms and conditions including remuneration of, each member of the Management Team; and

(e) provision of adequate training for the Management Team; and

(f) appropriate policies in respect of the Management Team; and

(g) that all office equipment, furniture, and facilities are well maintained or replaced or upgraded.

## SCHEDULE 2
## Schedule 1, 1(f)

## DIOCESAN RECORDS TO BE KEPT

**Diocesan Records to be kept by the Diocesan Administration**

| | |
|---|---|
| The audited accounts | The Year Books |
| The Minutes of Synod | Records of Licences |
| The Terrier of Land | Diocesan Trust Deeds |

## SCHEDULE 3
## S 7(2)

## CONSEQUENTIAL AMENDMENTS

1 In section 3(1) of the Diocesan Interpretation Canon 1992—

(a) the words "Administration Canon 2014" where they first occur are replaced with the words "Management Canon 2017"; and

(b) the words "Diocesan administration means the Diocesan administration as defined in section 2(1) and (2) of the Diocesan Administration Canon 2014" are deleted.

2 The words in Standing Resolution E12(9) which read—
"Unless specified in a canon or approved by a resolution of Synod, no member of the diocesan administration, as defined in section 2(1) of the Diocesan Administration Canon 2014, may be appointed as a member of any diocesan committee"

are replaced by the words

"Unless specified in a canon or approved by a resolution of Synod, no member of the diocesan staff, as defined in section 2 of the Diocesan Management Canon 2017, may be appointed as a member of any diocesan committee"

# NO 14

# DIOCESAN MASSEY UNIVERSITY MINISTRY FACILITIES

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## A Diocesan Canon to provide for the regulation of facilities for Anglican or Ecumenical ministry to students at Massey University

### 1 Title

This Diocesan Canon may be cited as the Massey University Ministry Facilities Canon 1993.

### 2 Continuance of Board

(1) The Board constituted under the Massey University Halls of Residence Act 1966 continues in force.

(2) The provisions of this Canon apply to the Board.

### 3 Members of Board

The members of the Board consists of —

(a) the Bishop or the Bishop's nominee:

(b) te Pihopa o te Upoko o te Ika or that Pihopa's nominee:

(c) the vicar for the time being of All Saints Anglican Mission Unit, Palmerston North, or that vicar's nominee:

(d) two lay persons appointed by Diocesan Council at its first meeting after the passing of this Diocesan Canon, —

(i) to hold office for three years from the date of appointments but

(ii) who be eligible for re-appointment at regular three yearly intervals.

### 4 Powers and functions of Board

The powers and functions of the Board are —

(a) to continue to exercise all the rights, powers and benefits conferred upon the Manawatu Anglican Halls of Residence Trust pursuant to the deed dated the 10th day of June 1988, a copy of which is set out in the schedule; and

(b) to take steps, enter into consultations and conclude contracts or arrangements with Massey University to enable the Board to obtain, continue and develop ministry facilities for counselling, administration or residential accommodation for the purpose of

ministry to students at Massey University in accordance with the deed.

**5 Report to Diocesan Council**

The Board must report to Diocesan Council whenever required by Diocesan Council.

**6 Repeal**

The Massey University Halls of Residence Act 1966 is repealed.

# SCHEDULE
# S 4(a)

**THIS DEED** made the 10th day of June 1988 **BETWEEN THE MANAWATU ANGLICAN HALLS OF RESIDENCE TRUST** an incorporated Trust having its registered office at Palmerston North (hereinafter called "the Trust") of the one part **AND MASSEY UNIVERSITY** a University constituted under the Massey University Act 1964 (hereinafter called "the University") of the other part

**WHEREAS :**

1 THE University is the owner of the land comprised in Certificate of Title 7C/1148 (Wellington Registry) formerly owned by the Trust and transferred by the Trust to the University under an arrangement recorded in terms of a Deed of Covenant between the Trust and the University dated the 7th day of March 1978.

2 THE University covenanted with the Trust in the said deed that the University would retain the said land for university purposes compatible with student amenities and accommodation, and would not, without further consultation with and consent of the trust, which consent would not be unreasonably or arbitrarily withheld, dispose of the said land or any part thereof to any other body or person for any use not associated with University objects compatible with the foregoing objects.

3 THE said deed also recorded that if the university should propose to develop the land in some manner other than for student resident accommodation for student purposes, the university would arrange for preliminary consultations with a view to exploring the practical possibilities of the Trust participating with the University in some form of student development.

4 THE university now desires to dispose of the land to promote developments for university purposes, inclusive of additional student accommodation, and enlarged child care facilities, but with special emphasis upon the latter and in accordance with the requirements of the said deed has consulted with representatives of the Trust for the purpose of fulfilling the intentions of such deed.

5 THE trust does not desire to pursue at this stage, its right to administer a residential hall on its former land or any other land on the university campus.

6 THE trust does, however, wish to support the continuing provision of chaplaincy services to university students either on an ecumenical basis as has operated in recent years, or on a denominational basis as a chaplaincy to Anglican students on the campus.

7 THE trust has requested the university to record its willingness to accede to the trust in the provision of either office accommodation or residential accommodation or both on or in the precincts of, the university campus for the possible accommodation of either an Anglican or ecumenical chaplain, and if required, his or her family in reasonable accommodation located close to the student body.

**NOW THEREFORE** in pursuance of the premises, **THIS DEED WITNESSES AS FOLLOWS:**

1 THE university formally requests the trust to agree to the university disposing of the said land to facilitate developments for university purposes associated with either enlarged child care facilities or additional student accommodation as the University Council shall determine.

2 FOR the consideration hereunder appearing, the trust has agreed to grant its consent to the disposal of the said land by the university for the said purposes.

3 IN consideration of the granting of such consent by the trust the university covenants and agrees with the trust to provide, on a basis of consultation and discussion as to timing and facilities required, either office or residential accommodation on or near the Massey University Campus for the accommodation of either an ecumenical or Anglican chaplain to university students by location of office headquarters for counselling and other administrative facilities and/or residential accommodation for such Chaplain and his or her family.

4 IT is acknowledged that the timing and nature of such facilities will at all stages be a matter of consultation and discussion by Anglican representatives of the trust with university authorities, and that reasonable notice of such requirements and flexibility in timing for the provision of such facilities will be accorded to the university in its forward planning programme.

**IN WITNESS WHEREOF** this deed has been executed the day and year first above written.

**THE COMMON SEAL OF THE )**
**MANAWATU ANGLICAN HALLS )**
**OF RESIDENCE TRUST** was )
hereto set and affixed )
in the presence of: )
_____ *[SIGNED]* _____ *[SEAL AFFIXED]*
Trustee
_____ *[SIGNED]* _____
Trustee

**THE COMMON SEAL OF )**
**MASSEY UNIVERSITY** was )
hereto set and affixed ) *[SEAL AFFIXED]*
in the presence of: )

# NO 15

# DIOCESAN MISSION UNITS

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# A Diocesan Canon to regulate all Mission Units in the Diocese of Wellington

**Preamble**

(1) Each Mission Unit is called to live out the Diocesan Mission: **We are family, we are disciples, we care for the last, the lost and the least**.

(2) The Diocesan Vision is for each Mission Unit to exist as an integral part of the diocesan family, a transformative movement of joyful and loving faith communities bringing the good news to all.

(3) Mission Units of the Diocese exist within the wider context of the Anglican Church in Aotearoa, New Zealand and Polynesia, which requires that every Mission Unit embody the principle of partnership in ministry between ordained ministers and the lay members of the Church.

**1 Title**

This Diocesan Canon is the Mission Units Canon 2016.

**2 Purposes of this Diocesan Canon**

The purposes of this Diocesan Canon are—

(a) to provide for the establishment and operation of Mission Units within a structure authorised by the Diocese; and

(b) to define the powers and duties of Mission Unit officers.

**3 Interpretation**

In this Canon, unless the context otherwise requires—

**Churchwardens** means the Vicar's Warden or the Bishop's Warden together with the People's Warden, provided for in section 22(2) in the case of a Parish, and the persons fulfilling the role provided for in section 5(2)(a) in the case of a Mission Venture;

**Minister in Charge or Minister** means the Vicar or Lay Minister in Charge licensed by the Bishop to guide the life of the Mission Unit

**Mission Unit** means a Parish or a Mission Venture

**Mission Venture** means a Mission Unit as defined in section 11

**Parish** means a Mission Unit as defined in section 6

**Public notice** means a notice given orally and in writing, and electronically if possible, to members of the Mission Unit.

**Vicar** means a clergy person licensed by the Bishop as a Vicar or Co-Vicar, Priest in Charge, Deacon in Charge, Dean, Rural Dean

## Part 1
## Mission Units

**4 Purpose of a Mission Unit**

A Mission Unit exists to provide worship, pastoral care, outreach, stewardship, and other expressions of the mission and ministry of Christ as determined by the Diocese and as appropriate for the Mission Unit concerned.

**5 Governance structure of a Mission Unit**

(1) A Mission Unit must have a Minister in Charge, except in the event that there is a vacancy in the role of Minister in Charge of a Mission Unit.

(2) A Mission Unit must also have proper processes to:

- (a) elect or appoint persons with authority to sign contracts, approve expenditure, ensure that there are annual accounts that comply with the Agreed Upon Procedure as provided for in sections 7 and 10 of the Diocesan Finance Canon 2017, and provide care for the clergy;
- (b) elect or appoint persons who may act as lay Synod representatives;
- (c) ensure that that the persons appointed under paragraphs (a) and (b) are bona fide members of the Mission Unit;
- (d) ensure provision for any other matter that is necessary to comply with the law of New Zealand or any provincial Canon, and;
- (e) ensure that all persons in positions of authority sign the Declaration of Adherence as provided in section 26 of this Canon.

*Mission Units and Mission Ventures*

**6 Definition of a Parish**

A Parish is a Mission Unit with geographic boundaries for which the governance must function in accordance with the provisions of Schedules 2 to 7.

**7 Existing Parishes**

The Parishes of the Diocese are listed in Schedule 8.

**8 Creation of a Parish**

(1) A group may apply to Diocesan Council to create a Parish.

(2) Diocesan Council may authorise the creation of a Parish, as provided for in Part 1 of Schedule 2.

**9 Amalgamation of Parishes**

(1) The Churchwardens or two representatives appointed by each Vestry of two or more Parishes may apply to Diocesan Council to amalgamate the Parishes into one Parish.

(2) Diocesan Council may authorise the amalgamation of two or more Parishes, as provided for in Part 2 of Schedule 2.

**10 Alteration of boundaries**

(1) Diocesan Council may alter the boundaries of any Parish by excluding any area that is presently within the Parish or by including any area that is presently outside the Parish.

(2) Diocesan Council must consider all submissions before making any alteration.

**11 Definition of a Mission Venture**

A Mission Venture is a Mission Unit which operates within the Diocese without necessarily having geographic boundaries and for which the governance must function in a way determined after consultation with and as approved by the Bishop and Diocesan Council, in accordance with the provisions of Schedule 1.

**12 Creation of a Mission Venture**

(1) Diocesan Council may authorise the creation of a Mission Venture, as defined in section 11.

(2) Where Diocesan Council accepts the request of a group of people, or a Mission Unit, or two or more Mission Units, to explore a model of governance different from that of a Parish, the Mission Unit created is designated an Exploratory Mission Venture.

(3) Where Diocesan Council accepts the application of an Exploratory Mission Venture to have its trial model of governance made permanent, the Mission Unit concerned is designated a Mission Venture.

(4) A request made under subsection (2) or an application made under subsection (3) must include a statement of the terms of the proposed governance arrangement.

(5) If the request or application is approved by Diocesan Council, the terms of the approved governance arrangement must be made known in a diocesan-wide publication in a timely way.

(6) Any decision made by Diocesan Council under this section or under Schedule 1 must be reported to the next session of Synod.

(7) The Exploratory Mission Ventures of the Diocese are listed in Schedule 9, Part 1.

(8) The Mission Ventures of the Diocese are listed in Schedule 9, Part 2.

(9) The Bishop must report in a timely way to Diocesan Council on progress in the administration of an Exploratory Mission Venture.

*Interventions and reporting*

**13 When intervention may be necessary**

(1) If, in the opinion of the Bishop, any aspect of the operation of a Mission Unit causes concern, the Bishop, after consultation with and with the agreement of Diocesan Council, may intervene in the Mission Unit's

affairs on such terms as are specified in the resolution of Diocesan Council.

(2) If Diocesan Council is satisfied that a Mission Unit is no longer viable as a separate entity, and has made all reasonable efforts to find an alternative solution for ministry in the area, and if the Bishop advises the Council of his or her decision that this Mission Unit not be left fallow, under the provisions of section 43, the Council may abolish the Mission Unit and incorporate into another Mission Unit the whole or any part of the area of the Mission Unit or, notwithstanding section 12(2), may reconstitute that Mission Unit as an Exploratory Mission Venture.

(3) If Diocesan Council is satisfied that a Mission Venture is no longer viable as a separate entity, it may abolish the Mission Venture and must make appropriate provision for the care of the people concerned, including, where necessary and after appropriate consultation, incorporation of any geographical area into a neighbouring Mission Unit.

**14 Diocesan Council must report to Synod**

Diocesan Council must report annually to Synod on the matters referred to it, and any decisions it has made, under this Part.

## Part 2
## Parish General Meetings

**15 Annual general meeting**

There must be an annual general meeting, and may be special general meetings, of the members of each Parish, as provided for in Schedule 3.

**16 Purpose of annual general meeting**

The purpose of the annual general meeting of the Parish is to—

(a) review the spiritual life and the management of the Parish; and

(b) enable the business of the Parish to be carried out through the democratic election of office holders in every second year; and

(c) give direction or authority to the Vestry to proceed with some matter of strategic or financial significance to the Parish.

**17 Purpose of special general meetings**

A special general meeting may be called for any purpose in accordance with section 16.

**18 Lay Synod representatives**

(1) The Parish must elect lay Synod representatives for the Parish in accordance with the provisions of the Diocesan Synod Canon 2017.

(2) Lay Synod Representatives are members of Vestry, as provided in section 21.

**19 Parish electoral roll (Roll)**

(1) There must be a Roll, the purpose of which is to specify who is a bona fide member of the Parish, entitled—
  (a) to speak and vote at an annual general meeting or a special general meeting of the Parish; and
  (b) to be appointed as Vicar's Warden; and
  (c) to be elected to office as People's Warden, or as a member of Vestry, and/or as a lay synod representative.

(2) The Minister and Churchwardens of each Parish must offer opportunity for enrolment on the Roll as appropriate and on at least several occasions in the weeks prior to a general meeting of Parishioners, by
  (a) making available a form of declaration as follows—
  "I [name] declare that I have been baptised and wish to be on the electoral roll of the [name] Parish." and
  (b) inviting enrolments on the Roll.

(3) A person is entitled to be enrolled on the Roll if the person—
  (a) is baptised; and
  (b) whether resident in the Parish or not has, for at least 4 months within the previous 2 years, participated in the worship and life of the Parish or is known by the Minister and Churchwardens to be qualified for enrolment; and
  (c) signs the form of declaration referred to in subsection (2)(a).

(4) For the avoidance of doubt, ordained persons may not vote in the election of the People's Warden, or of members of vestry or of lay synod representatives but may speak and vote on any other matter provided for in subsection (1) if they are enrolled on the Roll.

(5) No person may be enrolled on more than 1 Roll at the same time.

(6) The Roll must be compiled and maintained as provided for in Schedule 3, Part B.

**20 Appeal**

A person may appeal to Diocesan Council against any decision relating to his or her eligibility to be on the Roll.

## Part 3
## Parish Vestries and Churchwardens

**21 The Governance Body**

(1) The Vestry is the governance body of a Parish.

(2) A Vestry consists of—
  (a) the Minister; and
  (b) (i) the Vicar's Warden, appointed by the Minister, or
  (ii) the Bishop's Warden, appointed by the Bishop, in the case of a Parish in which the Priest in Charge is appointed on an interim basis or if there is no person licensed by the Bishop to have spiritual oversight of the Parish; and

(c) 5 to 11 lay persons, comprising the People's Warden, the lay Synod representatives and other lay members of the Vestry.

(3) The lay persons provided for in section 21(2)(c) must be elected in every second year by Parishioners at the annual general meeting, or be otherwise appointed or elected, in accordance with the provisions of Schedule 3.

(4) For the avoidance of doubt, the second year referred to in section 21(3) is the year of the first session of each Synod.

(5) The Vestry must function according to the provisions of Schedule 4.

**22 Primary calling of Vestry**

(1) The primary calling of the Vestry is to—

(a) have as the foundation of its work that Vestry be a community of disciples in which the will of God may be discerned through its corporate prayer, reading of Scripture, reflection and fellowship; and

(b) promote the worship of Almighty God; and

(c) provide all things necessary for the ordering of public worship; and

(d) discern, articulate and be committed to the mission and vision of the Parish and to membership of the diocesan family; and

(e) foster the spiritual growth and wellbeing of the parishioners; and

(f) lead Parish congregational change where this is appropriate; and

(g) observe best practice in its governance of the Parish.

(2) Governance of the Parish is exemplified by, for example —

(a) working co-operatively with the Minister and with others to whom tasks are delegated; and

(b) taking responsibility for the financial administration of the Parish and the overall stewardship and good management of Parish property in accordance with Part 5 of this Canon.

(3) Subsections (1) and (2) do not limit the responsibility of the Minister, under the authority of the Bishop, for worship in the Parish or for the pastoral care, Christian education, and spiritual wellbeing of Parishioners.

**23 Conduct of members of Vestry**

Members of the Vestry are expected to—

(a) model high standards of behaviour in their work together, including appropriate means for regular communication with Parishioners; and

(b) maintain a high level of confidentiality and loyalty; and

(c) be agents of reconciliation in the congregation; and

(d) provide opportunities for all groups in the Parish to express their views to the Vestry.

**24 Appointments by Vestry**

At the first meeting of the Vestry after the annual general meeting:

(1) the Vestry must make the following appointments—
  (a) a person to be secretary to the Vestry; and
  (b) a treasurer, who is responsible for providing, to each regular meeting of the Vestry, full details of receipts and payments, for the approval of Vestry; and
  (c) at least 3 persons who are authorised to operate the bank account(s) of the Parish; and
  (d) persons to serve as needed on other bodies, such as a Parish trust.

(2) The lay members of the Vestry are to appoint 4 persons who are enrolled on the Parish electoral roll as Parish nominators for the Parish.

(3) The Vestry must review any local appointments for the exercise of ministry in the Parish made under s 8 of the Lay Ministry Canon 2019.

(4) Vestry may make delegations as provided in Schedule 7, clause 8.

**25 Power of Diocesan Council to appoint Parish nominators**

If a Vestry fails to appoint all or any of the Parish nominators, Diocesan Council may, after consultation with the Parish, make the appointments.

**26 Declaration of Adherence**

A person is not a member of the Vestry, Synod representative, or Parish nominator until that person has signed the Declaration of Adherence as required by Title B, Canon XXI to the Constitution/Te Pouhere.

**27 Vestry bound by acts of predecessors**

All contracts and undertakings that have been duly and lawfully entered into by a Vestry are binding according to their tenor upon their successors in office.

**28 Liability and indemnity**

(1) A Vestry member or former Vestry member is not liable for a loss or a breach of duty unless—
  (a) the loss is attributable to that Vestry member's fraud or dishonesty; or
  (b) the breach of duty occurred by a wilful act or omission by that Vestry member, knowing that the act or omission was a breach of duty, breach of trust, or beyond the lawful authority of that member.
  (c) the loss or breach of duty is prevented by law from being indemnified against.

(2) If a Vestry member or former Vestry member incurs liability for a loss (except in the circumstances described in subsection (1)), that Vestry member must be indemnified by the Parish from its own funds.

**29 Parish records**

The Vestry must ensure that adequate registers are maintained, as provided for in Schedule 4, clause 7.

**30 Persons with right to attend Vestry meetings**

Persons who are not members of Vestry may attend part or all of a Vestry meeting, at the invitation of the Vestry, and have the right to speak but not to vote.

**31 Conflicts of Interest**

(1) This section applies to the following persons:
  (a) members of Vestry
  (b) persons with a right to attend meeting
  (c) persons who are co-opted to Vestry subcommittees

(2) Where the Vestry or subcommittee of Vestry deals with any matter where a person mentioned in subsection (1) has a conflict of interest (whether of a pecuniary or personal nature or of any other kind) that person must disclose that interest to the Vestry or subcommittee.

(3) Where subsection (2) applies, the person must not attend that part of any meeting.

(4) Subsection (3) does not apply where the Vestry or subcommittee wishes the person to be present solely for the purpose of making a submission or of answering questions.

(5) Subsection (3) does not apply where a majority of the other members of the Vestry or subcommittee pass a resolution which permits the person to attend.

(6) The Vestry or subcommittee must record disclosures under subsection (2) and decisions under subsections (4) and (5).

**32 Other persons who may assist in worship or other forms of ministry**

(1) The Minister and Vestry may issue a local Parish licence for a person to exercise a particular ministry within the Parish (for example, as a Sunday School supervisor, director of music, or liturgical assistant) in recognition of the person's public leadership in the Parish and his or her accountability to the Parish for that ministry.

(2) Liturgical assistants appointed by the Minister and Vestry may lead a service of worship in the presence of a licensed priest, as provided for in section 8 of the Diocesan Licensed Lay Ministers Canon 1998.

**33 Duties of Churchwardens**

(1) As members of Vestry, the Churchwardens have the primary duties set out in section 22, and in addition, the Churchwardens are—
  (a) the principal lay leaders of the Parish;
  (b) the spokespersons for the Vestry to the Parishioners;
  (c) the spokespersons for the Parishioners in all matters except those for which the lay representatives on Synod or the Parish nominators are responsible;
  (d) responsible for ensuring that the decisions of Vestry are carried out;

(e) to be signatories to all contracts and deeds executed in the name of the Vestry;
(f) responsible for the wellbeing of the Minister and staff of the Parish;
(g) responsible for being aware of the provisions of this Canon.

(2) The Churchwardens are responsible for—
(a) the operation of the Parish if—
(i) the Minister is ill or otherwise incapacitated; or
(ii) the Minister is absent from the Parish; or
(iii) there is no Minister; and
(b) enabling the Minister and staff each to take their annual leave in accordance with Section 41; and
(c) informing the Bishop if the Minister is prevented from fulfilling Parish duties, including officiating at the Sunday services, for any reason other than the Minister's leave provided for in Section 41.

## Part 4
## Matters relating to worship

### 34 The Minister's rights in relation to church

The Minister, or any other person acting on the Minister's behalf, has access to and oversight of the use of the church and all things necessary for or related to the ordering of Mission Unit worship.

### 35 Forms of service

(1) If alternative forms of service for worship have been approved by the General Synod for use in Mission Unit worship, the Minister may decide the form to be used after consultation with the Vestry.
(2) If the Minister wishes to use other forms of service, this must be with the approval of the Bishop after the Minister has consulted with Vestry.
(3) No form of service may be used in a Mission Unit without the Minister's approval.

### 36 Choir and music

The formation and management of a choir or music group in a Mission Unit, and the selection of music for worship, are subject to the control and direction of the Minister.

### 37 Delegation of Minister's rights in a Mission Venture

In a Mission Venture, the Minister may delegate any of the rights and responsibilities in this Part to another member of the Mission Venture.

## Part 5
## Matters relating to appointment, employment, and leave

### 38 Appointment of a Priest in Charge

(1) The Bishop may appoint an interim Priest in Charge to a Mission Unit until a Minister is appointed or some other arrangement is made for the Mission Unit if—
  (a) there is a vacancy in the Mission Unit and the Churchwardens request the Bishop to do so; or
  (b) the Bishop, on his or her own initiative, considers it appropriate to do so.

(2) The Bishop may appoint a Priest in Charge to a Mission Unit if that Mission Unit is unable to fund a fully stipended Minister.

(3) Before an appointment of a Priest in Charge is made, the Diocesan Board of Nomination and the Mission Unit concerned are to be consulted.

(4) An appointment of a Priest in Charge is made for the period specified.

(5) An appointment of a Priest in Charge must be reviewed by the Bishop, after consultation with the Priest in Charge and the Churchwardens.

(6) A Priest in Charge appointed on an interim basis must consult closely with the Churchwardens in all matters of strategic or long-term significance, recognising the interim nature of the appointment.

### 39 Appointment and termination of appointment of clergy other than Vicar

(1) The Minister and Churchwardens, after consultation with the Vestry, may appoint clergy (other than the Vicar), whether or not that person is stipended.

(2) The Diocesan Clergy Canon 1993 applies to appointments and the termination of appointments under this section.

### 40 Appointment and termination of appointment of lay staff

(1) The Minister and Churchwardens, after consultation with the Vestry, may—
  (a) appoint salaried lay staff; and
  (b) negotiate the terms and conditions of their employment.

(2) Schedule 5 applies to terminations of appointments under this section.

### 41 Annual Leave and absence from the Mission Unit

(1) The paid annual leave entitlement of all full-time lay staff of a Mission Unit is 4 weeks, including 4 Sundays if their employment requires work on a Sunday.

(2) The paid annual leave entitlement of part-time lay staff of a Mission Unit is not less than the FTE proportion of leave provided for in (1).

(3) In the case of ordained staff, the leave provision is part of the Covenant Agreement between the Bishop, the clergyperson and the Mission Unit, as set out in sections 16 and 17 of the Diocesan Clergy Canon 1993.
(4) The leave to which subsection (3) applies—
(a) must not be less than 4 weeks, including 4 Sundays, for clergy whose role is full-time, or the FTE thereof for clergy whose role is part-time; and
(b) is to be taken during the year to which it applies and may not accrue as it is a pastoral provision to enable rest and recreation.
(5) Notwithstanding subsection (4), the Bishop may, for any reason, direct that a payment be made to the clergyperson concerned in lieu of the leave which was due but not taken, or that the leave be applied in the year following that for which it was due.
(6) The Churchwardens must work with the Minister to ensure that matters of leave and absence from the Mission Unit are dealt with as provided for in Schedule 5.
(7) For the avoidance of doubt, the provisions of Schedule 5 apply mutatis mutandis to Mission Ventures.

## Part 6
## Property, financial and miscellaneous matters

### 42 Mission Unit buildings
(1) The Vestry is responsible for the management of all Mission Unit buildings including the planning, authorisation, and execution of all capital works, alterations, and improvements that may be necessary or desirable for the proper functioning of the Mission Unit buildings, as provided for in Schedule 6.
(2) Subsection (1) does not limit the Diocesan Properties and Faculties Canon 2003.

### 43 Fallow Mission Units
Where a general meeting of parishioners of a Mission Unit inform the Bishop, or where the Diocesan Council determines of a Mission Unit, as provided in section 13(2), that the parishioners of that Mission Unit are not able to sustain the life of the Mission Unit, the Bishop:
(a) must facilitate alternative arrangements to meet the mission, ministry and worshipping needs of those parishioners, and;
(b) must determine whether the Mission Unit is closed or left fallow under the provisions of paragraph (c), and;
(c) may leave that Mission Unit fallow, if the Bishop thinks, in his/her absolute discretion, that there is a reasonable possibility of some alternative arrangement for mission, ministry and worship which may be established in that Mission Unit, and;
(d) must authorise the Diocesan Manager to make arrangements to administer the assets of the fallow Mission Unit, and;

(e) must authorise the Diocesan Manager to recommend to the Diocesan Council a suitable sum to be paid from the income of that fallow Mission Unit towards the expenses of the diocesan budget, in lieu of the Mission Unit being assessed for its budget share.

**44 The use of Church property**

(1) If the title of a church, church hall, or Vicarage is not held by the Wellington Diocesan Board of Trustees, the Vestry must, from time to time, consider whether to transfer that title to the Wellington Diocesan Board of Trustees.

(2) If any property remains from the abolition or merger of a Mission Unit, after settlement of its debts and liabilities, Diocesan Council must, in consultation with the Diocesan Board of Trustees, procure the making of a proposal for the use of the property for consideration by Synod in accordance with subsection (4).

(3) Where there is a need for a variation of the purposes for which a property is held, Diocesan Council must, in consultation with the Diocesan Board of Trustees, procure the preparation of a charitable scheme for consideration by Synod, in accordance with the Charitable Trusts Act 1957 and the Anglican Church Trusts Act 1981 and in accordance with subsection (4).

(4) A proposal under subsections (2) and (3) for a different use of church property must include the grounds on which the proposal is based, as laid out in subsection (5), and the proposal must be of use for an equivalent purpose.

(5) The grounds of any decision made under subsection (4) must include:

(a) the local interests; and

(b) the original basis on which the land was acquired; and

(c) where the land was originally acquired from a local iwi, the outcome of consultation with that iwi on the proposal; and

(d) where funds for the acquisition of land and the building resources came from; and

(e) how the property has been managed; and

(f) any relevant requirements of the Constitution and Canons of General Synod and of the Canons and Standing Resolutions of the Diocese; and

(g) any other relevant considerations, such as whether the assets of the Mission Unit were to be held in trust for designated beneficiaries; and

(h) how the proposed use of the assets will advance the Mission, Vision and Values of the Diocese; or

(i) whether the assets would be of best use for the missional needs of this Church if transferred to a Tikanga partner in that area; and

(j) where paragraph (i) applies—
  (i) it is the recommendation of Synod that no compensation be sought, and
  (ii) consideration must be given to this recommendation."

**45 Financial year**

The financial year for all Mission Units is 1 January to 31 December.

**46 Financial reporting and processes to be followed**

Financial reporting and processes to be followed must be as provided for in Schedule 7.

**47 Dispute as to interpretation of Canon**

If there is a dispute as to the meaning of any part of this Diocesan Canon, the dispute must be referred to Diocesan Council for a determination.

**48 Effect of non-compliance**

The validity of a decision made under this Diocesan Canon is not affected by the failure of any person to comply with a procedural requirement of this Diocesan Canon.

**49 Amendments to the Schedules**

The Council may add to, amend, or replace any Schedule to this Diocesan Canon according to the process set out in section 6 of the Diocesan Legislation Revision Canon 2007.

**50 Repeal and consequential amendments**

(1) The Diocesan Parishes Canon 2007 is repealed.
(2) Consequential amendments are set out in Schedule 10.

# SCHEDULE 1
# S 11, S 12

# MISSION VENTURES

## Contents

**Part 1**
**Establishment of an Exploratory Mission Venture**
**Part 2**
**Progress from Exploratory Mission Venture to Mission Venture**

## Part 1
## Establishment of an Exploratory Mission Venture

*Application process for groups wishing to become Mission Ventures*

1 A group of people, a Parish or a group of Parishes may apply to the Bishop to initiate a consultative process arising from which they may become an Exploratory Mission Venture.

2 The Bishop must include in the consultative process in clause 1 a written invitation for any Parish that would be affected by the proposed Exploratory Mission Venture to make submissions, and any such submission must be included with an application made under clause 3.

3 Following the consultative process in clause 1, the group, Parish or group of Parishes may make an application to the Bishop to trial a model of governance which differs from that of a Parish under this Canon.

4 The application must be made by resolution of a general meeting of the group concerned or of the Parishioners of the Parish or of each of the group of Parishes concerned.

5 After receipt of such an application, the Bishop may ask the Diocesan Council to authorise the trial model of governance.

*Requirements of an exploratory governance model for groups wishing to become Mission Ventures*

6 Diocesan Council may approve, with or without modifications, a trial of a model of governance which differs from that of a Parish, for a period of up to three years, provided that the model must meet the requirements of section 5 of this Canon.

7 Section 5 requires that officers appointed be bona fide members of a Mission Unit. To meet this requirement, Mission Ventures must have—

(a) an electoral roll as provided for parishes in section 19, or

(b) an alternative way of conferring membership rights which Diocesan Council is satisfied has adequate objective criteria to establish the bona fides of any person concerned, and is not

inconsistent with the Diocesan Mission, Vision and Values or inconsistent with this or any other Diocesan Canon.

*Designation of an Exploratory Mission Venture*

8 A Mission Unit whose application under clause 5 is approved by Diocesan Council is designated an Exploratory Mission Venture.

9 Nothing in this Schedule prevents Diocesan Council reconstituting a Parish as an Exploratory Mission Venture, under section 13 of this Diocesan Canon.

**Part 2**
**Progress from Exploratory Mission Venture to Mission Venture**

10 During the trial period, the Exploratory Mission Venture may apply to Diocesan Council for a variation of the model.

11 Diocesan Council may terminate a trial model of governance at any time if it has reasonable grounds for doing so.

12 Before the conclusion of the trial period, the parties to the trial model may apply to Diocesan Council to have the model made permanent or for an extension of the trial period.

13 Diocesan Council may approve an application under clauses 9, 10 or 11, with or without modification or may reject the application.

14 An Exploratory Mission Venture whose application to have its trial model of governance made permanent is approved by Diocesan Council is designated a Mission Venture.

## SCHEDULE 2
**S 7, S 8, S 9**

## MISSION UNITS

**Contents**

**Part 1**
**Creation of Parishes**
**Part 2**
**Amalgamation of Parishes**
**Part 3**
**Local Committees**

**Part 1**
**Creation of Parishes**

1 An application to create a Parish must include the following information—

(a) the outcome of consultation with any persons appointed by the Bishop for this purpose and other Parishes sharing a boundary with the proposed Parish; and
(b) the impact that a new Parish would be likely to have on any other Parish sharing a boundary with the proposed Parish; and
(c) a plan setting out the proposed boundaries of the new Parish; and
(d) evidence that there are enough people in the proposed Parish to justify the arrangement, on the grounds of efficiency of administration and adequate financial capacity; and

2 The persons seeking to create a Parish must satisfy Diocesan Council that, within the area where the Parish is to be established—
(a) there is a building suitable for public worship; and
(b) there is a suitable residence for a Minister or that they are able to pay a housing allowance in accordance with Standing Resolution E10.

3 In addition, Diocesan Council must be satisfied that the proposed Parish has the ability to comply with the financial regulations of the Diocese, for the term of the proposed appointment of a Minister.

4 If Diocesan Council is satisfied with the application, it may approve the creation of the Parish.

5 The new Parish is created on the date specified by Diocesan Council.

6 When a Parish is created, the Bishop, after appropriate consultation, must appoint a qualified person to be the Bishop's Warden for that Parish, until a Minister is appointed and chooses the Vicar's Warden.

## Part 2
## Amalgamation of Parishes

7 An application for the amalgamation of Parishes must include the following information—
(a) the outcome of consultation with any persons appointed by the Bishop for this purpose; and
(b) evidence that each Parish wishing to amalgamate has passed a motion to that effect at a special general meeting; and
(c) a plan setting out the proposed boundaries of the geographical area of the amalgamated Parish; and
(d) a plan agreed to by the amalgamating Parishes indicating how the ministry, mission, and staffing of the amalgamating Parishes will be addressed; and
(e) a plan agreed to by the amalgamating Parishes setting out how the combined buildings, including churches, clergy houses, and all other assets, will be used and managed.

8 If Diocesan Council is satisfied with the application, it may approve the amalgamation.

9 The amalgamation comes into effect on the date specified by Diocesan Council.

10 After an application has been approved, the Bishop, on the advice of the Diocesan Board of Nomination and in accordance with the Diocesan Clergy Canon 1993, must appoint clergy to the amalgamated Parish.

## Part 3
## Local Committees

11 If, within a Parish, there is more than one Anglican local worshipping community, the annual general meeting of the Parish may resolve that the Vestry be instructed to facilitate the election of a local committee for that worshipping community or area, including the election of a chairperson of the local committee.

12 A local committee must—

(a) be elected by those who worship in the local worshipping community; and

(b) consist of not fewer than 4, and not more than 10, persons from the local worshipping community who are on the electoral roll of the Parish.

13 Except as provided in clauses 11 and 12, a local committee—

(a) has the powers and responsibilities delegated to it by the Parish Vestry; and

(b) may regulate its own procedure.

14 Local committee representation on Vestry

(a) Each local committee may nominate, as its representative on the Vestry, one member of the local worshipping community who is on the electoral roll of the Parish.

(b) The decision of the chairperson of the local committee is final as to whether a person is or is not a member of the local worshipping community.

(c) The annual general meeting of a Parish may elect to the Vestry one representative for each local committee, as provided for in Schedule 3.

15 Financial management and reporting by local committee

(a) Each local committee must appoint one of its members to be responsible for ensuring that the collections taken at services of worship and any other money received by the local committee are banked once a week in the Parish bank account.

(b) The local committee must—

(i) prepare a budget for the costs relating to running its activities and maintaining its buildings and grounds for the next financial year; and

(ii) present that budget to the Parish Vestry in time for it to be included in the Vestry's budget for the next financial year.

(c) The Vestry must meet the budgeted costs of a local committee in accordance with the agreed budget by paying for that

expenditure on the invoices submitted or by any other means agreed to by the local committee.

(d) A local committee must carry out its financial management and reporting responsibilities as required by the Vestry.

## SCHEDULE 3
## S 15

## ANNUAL GENERAL MEETINGS

**Contents**

**Part 1**
**Arrangements for Annual General Meeting**
**Part 2**
**Eligibility for Office and the Parish Electoral Roll**
**Part 3**
**Procedure for Annual General Meeting**
**Part 4**
**Election Procedure and Ballots**
**Part 5**
**Electoral Challenge and Appeal**
**Part 6**
**Resignations and Vacancies**
**Part 7**
**Special General Meetings**

### Part 1
### Arrangements for Annual General Meeting

*The Annual General Meeting must be called*

1 The Minister must call an annual general meeting of the members of the Parish.

2 If there is no Minister, or if, for any reason, the Minister is unable to act, the annual general meeting must be called by—

(a) the Vicar's or the Bishop's Warden, as the case may be; or

(b) if there is no Vicar's or Bishop's Warden or, if for any reason the Vicar's or the Bishop's Warden is unable or unwilling to act, the People's Warden.

3 Despite clauses 1 and 2, the Bishop may call the annual general meeting of a Parish, as provided for in section 13(1) of this Canon.

*The Annual General Meeting may be held as one or as two meetings*

4 A Parish may choose either:
(a) to hold its annual general meeting by way of a single meeting; or
(b) by the Vestry or a general meeting of Parishioners passing a resolution, to hold its annual general meeting by two meetings.

5 Where the annual general meeting is held by way of a single meeting, it must be held not later than 30 April in each year.

6 Where the annual general meeting is held by way of two meetings:
(a) The meeting at which the election of officers takes place must be held on days that are between 1 November and 31 May (inclusive of those days);
(b) The Parish must comply with any requirements that Diocesan Council determines;
(c) The Parish must notify the Diocesan Manager of its annual general meeting dates as soon as practicable after any resolution under clause 4(b)

*Business of annual general meeting*

7 The business of the annual general meeting must include the following matters:
(a) confirmation of the minutes of the annual general meeting and any special general meetings of the previous financial year; and
(b) the receipt and consideration of—
(i) the Minister's annual report; and
(ii) the Churchwardens' annual report; and
(iii) any matters relating to local committees; and
(iv) if appropriate, other reports of Parish activities; and
(c) the receipt and adoption of the annual accounts of the Parish, including the accounts of any activities related to the Parish, whether or not controlled by the Vestry, as, for example, Parish trusts; and
(d) the receipt of the budget for the current year; and
(e) the appointment of the Vicar's Warden, in every second year; and
(f) in every second year the election of—
(i) the People’s Warden; and
(ii) the lay Synod representatives of the Mission Unit, as provided by the Diocesan Synod Canon 2017; and
(iii) other lay members of the Vestry, following the process provided in clause 35; and

8 If fewer than 4 lay persons are elected to the Vestry at the annual general meeting, a special general meeting must be held within 28 days of the annual general meeting to elect the minimum of 4 lay persons required to form a Vestry.

*Notice to be given of Annual Meeting and of Nominations required*

9 Public notice must be given at each worship service on not fewer than 3 Sundays before the date set for the annual general meeting—
(a) stating the venue, date, and time of the meeting; and
(b) inviting—
(i) nomination of candidates for the offices requiring to be filled; and
(ii) notice of any items of general business.

10 Nominations must be invited on the forms provided by the Parish for elections in every second year or where there is a vacancy for—
(a) the People's Warden; and
(b) the number of lay Synod representatives required for that Mission Unit by the provisions of the Diocesan Synod Canon 2017; and
(c) other members of Vestry; and

11 The forms provided for Nominations to be made must require that each candidate—
(a) be nominated and seconded by lay persons on the Parish electoral roll; and
(b) clearly indicates his or her consent to be nominated.

12 The forms provided for Nominations to be made must include the following information regarding the election of lay Synod representatives—
(a) it is a requirement of Synod that consideration be given to the election of a Churchwarden as a lay Synod representative in the first instance; and
(b) it is a further requirement of Synod that, in the event that the Mission Unit is entitled to elect more than one lay Synod representative or, in the event that a Churchwarden is not elected as a lay Synod representative, consideration be given to the election as lay Synod representative(s) of a person(s) who has a significant ministry role in that Mission Unit; and

13 Nominations must be received not later than 8 days before the date of the annual general meeting.

14 (a) Public notice must be given of the persons nominated for office not later than the Sunday before the date set for the annual general meeting.
(b) In the case where there is a general election of lay Synod representatives, the public notice referred to in (a) must include the information contained in clause 12(a) and 12(b).

*Matters of general business*

15 Matters of general business must not be raised at the annual general meeting unless—

(a) the person wishing to raise the matter gives written notice of it to the Minister or a Churchwarden (with a brief description of the issue) not later than 8 days before the date of the meeting; and
(b) public notice is given of that matter not later than the Sunday before the date of the meeting.

16 The Minister and Churchwardens jointly may rule that a matter notified under clause 15 is out of order.

17 To avoid doubt, an item which is controversial is not for that reason alone, out of order.

## Part 2
## Eligibility for Parish office and the Electoral Roll

*Eligibility for office*

18 Any lay person who is on the Parish electoral roll (except a salaried lay member of the Parish staff) may be hold office as People's Churchwarden, as member of Vestry, and as lay synod representative.

*Tenure of office*

19 Persons appointed to office as the Vicar's Warden or elected to office as the People's Warden or lay Synod representatives or as members of the Vestry at an annual general meeting—
(a) hold office for a term of 2 years or in the case of appointment or election arising from a vacancy for a term until the next election held in accordance with clause 7(f); and
(b) may be re-elected or re-appointed, as the case may be, to the same office for not more than 4 further consecutive years.

20 The provisions of clause 19(b) may be waived by the Bishop.

*Maintaining the Parish electoral roll*

21 The Parish electoral roll ("the Roll") must consist of the name of each person who has enrolled as set out in section 19 of this Diocesan Canon.

22 The Roll must be used only for the purposes of this Diocesan Canon.

23 The Roll must be available for inspection on request.

24 The Minister and Churchwardens must keep the Roll current by revising it as necessary, and at least once a year, not later than 1 month before the date set for the annual general meeting, to ensure that—
(a) the names of Parishioners are correctly recorded on the Roll; and
(b) the names are removed from the Roll of persons who have —
(i) died; or
(ii) requested their names to be removed from the Roll; or
(iii) not, for at least 4 months within the previous 2 years, participated in the worship and life of the Parish, except in the

case of persons who have been unable to do so for reasons such as illness or infirmity.

25 Before the Minister and Churchwardens remove the name of a person from the Roll, they must refer the matter for the approval of the Vestry.

## Part 3
## Procedure for Annual General Meeting

*Requirements as to Parish electoral roll and quorum*

26 The Parish electoral roll must be tabled at the annual general meeting.

27 A quorum for the annual general meeting is 20 persons or 30% of those whose names are on the Parish electoral roll, whichever is the lesser.

*Conduct of annual general meeting*

28 The chairperson of the annual general meeting is—

(a) the Minister; or

(b) if there is no Minister, or for any reason the Minister is unable or unwilling to act—

(i) the Vicar's or Bishop's Warden, as the case may be; or

(ii) if there is no Vicar's or Bishop's Warden or for any reason the Vicar's or Bishop's Warden is unable or unwilling to act, the People's Warden.

29 Despite clause 28, the Bishop or the Bishop's nominee may chair the annual general meeting, as provided for by section 13(1).

30 The chairperson may regulate the procedure of the annual general meeting except in a manner which would contravene the provisions of this or any other Diocesan Canon.

31 The chairperson of the annual general meeting has a deliberative as well as a casting vote.

32 Notwithstanding clause 31, no officer of the AGM has a casting vote for an election to lay office in a Mission Unit, but the AGM may delegate to the incoming Vestry the right to determine the outcome of any election to a lay office for which the vote is tied.

*Appointment of Vicar's Warden*

33 Before the election of office holders is conducted at the annual general meeting, the chairperson must announce the person appointed by the Minister (or if there is an interim Priest in Charge or no Minister, by the Bishop or the Vicar-General) to be the Vicar's Warden or the Bishop's Warden, as the case may be.

## Part 4
## Election Procedure and Ballots

*Election Procedure*

34 Despite clause 13 of this Schedule, the chairperson may, with the unanimous leave of the meeting, accept from the floor further nominations of candidates for election as members of the Vestry or as lay Synod representatives.

35 Order and process to be followed for the election of lay officers of the Parish—

(a) the People's Warden is elected; following which

(b) the lay Synod representatives are elected, in accordance with the provisions of the Diocesan Synod Canon 2017; and

(c) the remaining members of Vestry are elected, subject to the provisions of paragraphs (d), (e) and (f); and

(d) in the case of a Parish with one or more local committees the election of local committee members to Vestry must take place after the election of the lay Synod representatives and before the election of the other members of the Vestry. The total number of such Vestry members must not exceed five; and

(e) all those present at the meeting and eligible to vote are entitled to vote for the representative of each local committee.

(f) after the election of the representatives for the local committees, the remainder of the members of the Vestry must be elected. The total number of members elected to the Vestry in addition to the People's Warden must not exceed ten.

*Conduct of ballot*

36 For the avoidance of doubt, an annual general meeting may determine the maximum number of persons to be elected to the office of member of Vestry in that Mission Unit, provided the number so determined may not exceed the maximum of ten or the minimum of four required by clause 7(f)(ii).

37 Ballot papers used must follow the template supplied for that purpose by the Diocesan Manager.

38 A ballot must be held for the office of People's Warden, member of the Vestry, and lay Synod representative.

39 (a) If there is only one candidate for the office of People's Warden, or if the number of candidates for the office of member of Vestry or of lay Synod representative does not exceed the maximum number of persons who may be elected to that office, each candidate must receive at least 50% of the votes cast by those entitled to vote in order to be elected to the office concerned and in such case the chairperson must declare that candidate to be elected to that office.

(b) If the number of candidates for the office of People's Warden, or member of Vestry, or of lay synod representative exceeds the maximum number of persons who may be elected to that office, the chairperson must declare the candidate(s) with the highest number of votes to be elected to that office."

40 Where only one candidate has been nominated for the office of People's Warden and fails to gain at least 50% of the votes cast by those entitled to vote, the chairperson must communicate the result of this election to the Diocesan Manager as soon as practicable.

41 Where clause 40 applies:

(a) the Vestry may appoint an eligible person as People's Warden, not being the candidate who failed to obtain sufficient votes under clause 39(a), or

(b) if the Vestry is unable to appoint a People's Warden, the Diocesan Council may appoint the People's Warden for the Mission Unit concerned, in consultation with the Vestry.

42 The role of the scrutineers is to distribute, collect, and count the voting papers and to certify to the chairperson the number of votes cast for each candidate.

43 A voting paper is counted as valid only if votes are cast—

(a) by a person who is on the Parish electoral roll; and

(b) for not more candidates than the number required to be elected; and

(c) in accordance with the procedure directed by the chairperson.

44 The scrutineers must exclude any voting papers on which votes have been cast for more candidates than the number required to be elected.

45 The scrutineers must deliver the voting papers to the chairperson to be destroyed.

46 Voting by proxy is not permitted.

47 If the result of the ballot is decisive, the chairperson must declare the name of each person elected.

## Part 5
## Electoral Challenge and Appeal

*Electoral Challenge*

48 Any person may challenge the eligibility of another person—

(a) to stand as a candidate for any office; or

(b) to vote at the annual general meeting.

49 A challenge under clause 48 must be raised by the person making the challenge, and ruled on by the chairperson, before the result of an election is declared by the chairperson.

50 No electoral challenge may be made except as provided for in this Part.

*Right of appeal*

51 An appeal may be brought against a ruling given under clause 50—
(a) by the person whose eligibility is challenged; or
(b) by any voter.

52 A written appeal, signed by the appellant, must—
(a) be delivered to the chairperson of the annual general meeting within 48 hours of the time that the meeting commenced; and
(b) state the grounds on which the appeal is based.

53 The chairperson must, as soon as practicable, forward the appeal to Diocesan Council for a determination.

54 The determination of Diocesan Council is final.

## Part 6
## Resignations and Vacancies

*Resignation from office*

55 A person holding office as a Churchwarden, member of the Vestry or lay Synod representative of the Parish accounts may resign from office at any time by giving written notice to the Minister or, if there is no Minister, to a Churchwarden, or if there is no Minister or Churchwarden, to the Bishop or the Vicar-General.

56 When a notice is received under clause 55, the office to which it relates becomes vacant—
(a) from the date on which the notice becomes effective; or
(b) if no effective date is stated in the notice, immediately.

*Vacancy in office of Vicar's Warden*

57 If the office of Vicar's Warden becomes vacant for any reason, the Minister must, as soon as practicable—
(a) appoint another person to that office; and
(b) give public notice of that appointment.

58 If there is no Minister and a vacancy arises in the office of Bishop's Warden, the Bishop or Vicar-General must make the necessary appointment, after appropriate consultation with the Parish, and give public notice of that appointment.

*Vacancy in office of People's Warden or Lay Synod representative*

59 If the office of People's Warden becomes vacant for any reason, or if the office of lay Synod representative becomes vacant for any reason, a special general meeting of Parishioners must be held as soon as practicable to elect another person to that office.

*Vacancy in Vestry*

60 If a vacancy arises on the Vestry for any reason—
(a) the office may remain vacant unless it is necessary to fill the office in order to provide a quorum for the Vestry, as required by clause 9 of Schedule 4; or
(b) the office may be filled—
(i) by election at a special general meeting of the Parish to be held as soon as is reasonably convenient; or
(ii) by an appointment made by the Vestry.

## Part 7
## Special General Meetings

*Special General Meetings of Parishioners called*

61 The Minister and Churchwardens may, with the agreement of the Vestry, call a special general meeting, as provided in section 17 of this Canon.
62 A request may be made for a special general meeting of the Parish by notice in writing to the Minister or Churchwardens, signed by not fewer than 20 persons on the electoral roll of the Parish.
63 If a request is received under clause 62, a Special General Meeting must be called, according to the provisions of Part 1 of this Schedule, not later than 28 days after the notice is received.

*Procedure for special general meetings*

64 Public notice must be given at each worship service on not fewer than 3 Sundays before the date set for the special general meeting.
65 The notice must state the purpose for which the meeting is called.
66 No business except what is stated in the notice may be raised or transacted at a special general meeting.
67 If a vote is required in relation to a matter properly before the meeting, the provisions of clauses 26 to 32 of this Schedule apply with any necessary modifications.

# SCHEDULE 4
## S 22(3)

## PROCEDURAL MATTERS FOR VESTRIES

### Contents

**Part 1**
**Meetings of Vestry**
**Part 2**
**Subcommittees of Vestry**

## Part 3
## Minutes of meetings
## Part 4
## Parish Records

## Part 1
## Meetings of Vestry

*Frequency, Timing and Notice of Vestry Meetings*

1 The Vestry must meet at least quarterly, and at the time and place determined by the Vestry.

2 A reasonable period of notice of every Vestry meeting must be given in writing to each member of the Vestry.

3 A special meeting of the Vestry may be called at any time by the Minister or by the Churchwardens or, if requested in writing, by a majority of the members of the Vestry.

*Chairing of Vestry*

4 The Minister must chair the meetings of the Vestry or, if requested by the Minister, the Vestry may elect one of its members to chair its meetings for the whole or part of its term of office.

5 If there is no Minister or if, for any reason, the Minister is unable or unwilling to act, the meeting must be chaired by—
(a) the Vicar's or the Bishop's Warden, as the case may be; or
(b) if there is no Vicar's or Bishop's Warden or if, for any reason, the Vicar's or Bishop's Warden is unable or unwilling to act, the People's Warden.

6 The person chairing a meeting of the Vestry has a deliberative as well as a casting vote.

*Bishop may call and chair meeting*

**7** Despite clauses 4 to 6, the Bishop or Bishop's nominee may call and chair a meeting of Vestry, as provided in subsection 13(1) of this Canon.

*Quorum for Vestry*

8 No business may be transacted at a Vestry meeting unless a quorum is present, provided that persons participating in the meeting by teleconference or other means are deemed to be present.

9 A quorum is at least one-third of the Vestry members, with a minimum of four, and must include—
(a) the Minister; or
(b) at least one of the Churchwardens.

10 Where a Mission Unit has Co-Vicars, Co-Priests-in-Charge, Co-Deacons-in-Charge or Co-Ministers-in-Charge, only one counts as a Minister for the purposes of the quorum in clause 9(a) of this Schedule.

## Part 2
## Subcommittees of Vestry

10 The Vestry may delegate to a subcommittee of Vestry the power—
(a) to deal with any particular item of business:
(b) to be responsible for any particular aspect of Parish life:
(c) to co-opt additional Parishioners who are not members of Vestry:
(d) to conduct the business committed to it, even though the Minister or a Churchwarden is not present.

11 The Minister and Churchwardens are ex-officio members of any Parish subcommittee.

## Part 3
## Minutes of meetings

12 The Vestry must ensure that—
(a) the Vestry secretary keeps full and complete minutes of—
(i) all Vestry meetings; and
(ii) all annual and special general meetings of members of the Parish; and
(b) all minutes are—
(i) recorded in the minute book; and
(ii) confirmed at the next ordinary meeting of the Vestry; and
(iii) signed by the chair of that meeting.

13 A copy of the minutes of every Vestry meeting must be made available on request to any person who is on the Parish electoral roll, subject to the exclusion of any matter Vestry determines is confidential.

14 The Vestry must ensure that all documentation, including contracts and significant correspondence, are filed and kept in a safe place.

## Part 4
## Parish Records

15 The Vestry must ensure that the following registers are maintained—
(a) registers of baptisms, thanksgiving for the birth of a child, marriages, funerals, and interment of ashes; and
(b) a register of confirmations and admissions to communion; and
(c) a record of all services of worship, including, in each case, the number of persons attending and the names of clergy officiating.

16 The registers and records required by subclause (1), and all minutes and copies of accounts—

(a) must be kept as a paper copy and stored in a safe, fire proof place; and
(b) may also be kept in electronic or any other form.

17 At regular intervals, Vestry must ensure that significant Parish records are archived at the Turnbull Library, part of the National Library of New Zealand Te Puna Matauranga o Aotearoa, Wellington in accordance with—
(a) the requirements of the Turnbull Library; and
(b) any relevant provisions of the Privacy Act 2020.

## SCHEDULE 5
## S 40, S 41

## VESTRY MANAGEMENT OF PARISH STAFF

*Appointment and termination of appointment of lay staff*

1 The employment of salaried lay staff must not be terminated—
(a) unless any decision by the Minister and both Churchwardens to terminate the employment of a salaried lay staff member is signed by the Minister and by both Churchwardens; and
(b) in the case of salaried lay staff who hold a licence or letter of authority from the Bishop, without the prior consent of the Bishop.

2 Unless an appointment or election is governed by a Canon of the General Synod or by any Diocesan Canon, the Vicar and Churchwardens, after consultation with the Vestry, may—
(a) appoint or terminate the appointment of all unpaid lay staff or grant them leave of absence; and
(b) negotiate the terms and conditions of their appointment.

3 This clause applies in addition to employment and other laws of New Zealand.

*Leave arrangements for Parish staff*

4 The Minister must consult with the Churchwardens, before taking time away from the Parish for his or her annual leave.

5 Any assistant clergy licensed to the parish and all salaried lay staff of the Parish must consult with the Minister and the Churchwardens before taking their annual leave.

6 The Churchwardens must ensure that clergypersons take their annual leave and clergypersons must take this time away from their ministry commitments for rest and recreation.

7 The Churchwardens may agree, after consultation with the Bishop, to an application by the Minister for more than their annual leave.

*Absence from Parish*

8 The stipended clergy and salaried lay staff of the Parish must first consult with the Churchwardens before undertaking activities outside the Parish, such as mission-related work, professional development, or Diocesan, national, or international activities.

9 The Churchwardens, in consultation with the Minister, may grant leave of absence from work to any salaried lay staff, but only for a term not exceeding one month except with the approval of the Vestry.

10 If leave of absence is granted under clause 9, the Vestry must first approve any payments from Parish funds and any temporary replacements.

## SCHEDULE 6
## S 42

## VESTRY MANAGEMENT OF PROPERTY

*Housing*

1 The Vestry must provide housing for all stipended clergy, in accordance with the Diocesan Standing Resolution E10, Clergy Housing Policy.

*Property inspections*

2 The Vestry must ensure that—

(a) all church property, including the Vicarage, is inspected annually; and

(b) all necessary repairs and maintenance of church property are carried out; and

(c) the annual property and buildings report, as required by the Diocese, is submitted to the Diocesan Manager by 31 March each year.

3 The Diocesan Property Manager and Churchwardens must together inspect the Vicarage after the departure of a Vicar and before the arrival of the next Vicar.

4 Any damage, other than fair wear and tear, is the responsibility of the person occupying, renting, or making use of any church property.

*Insurance*

5 The Vestry must ensure that—

(a) all church property is insured in accordance with Diocesan requirements and that the insurance cover is reviewed annually; and

(b) an inventory of all church property is maintained and held in a safe place.

*Faculties*

6 The Vestry must ensure that a faculty has been granted before any alteration is made to the interior of the church, in accordance with Part II of the Diocesan Properties and Faculties Canon 2003.

*Incurring financial liability in relation to property*

7 Every Vestry must comply with—

(a) section 5 of the Diocesan Properties and Faculties Canon 2003, when entering into any contract or undertaking any work that involves any financial liability; and

(b) sections 6, 7, 8 and 9 of the Diocesan Properties and Faculties Canon 2003, when acquiring land or undertaking work that necessitates borrowing or raising a mortgage or other security over church property.

## SCHEDULE 7
## S 45

## VESTRY MANAGEMENT OF FINANCES

**Contents**

**Part 1**
**Agreed Upon Procedures**
**Part 2**
**Financial Reporting**
**Part 3**
**Parish Bank Accounts**
**Part 4**
**Authorisation of Payments**
**Part 5**
**Special Collections and Gifts**

### Part 1
### Agreed Upon Procedures

*Agreed Upon Procedures to be followed in Financial Reporting*

1 Vestry must ensure that the Agreed Upon Procedures (AUP) approved by Diocesan Council for financial oversight and management in

Mission Units, as provided for in sections 7 and 10 of the Diocesan Finance Canon 2017, are adhered to.

2 The AUP referred to in clause 1 must include:
   (a) Verification of Financial Statements and Balances, and;
   (b) Verification of Revenue, Funds and Investments, and;
   (c) Expenditure Authorisation and Compliance, and;
   (d) GST Compliance, and;
   (e) Payroll Procedures and Compliance, and;
   (f) any other matter determined by the Council.

3 Vestry must appoint an AUP checker, chosen from the list approved by the Diocesan Risk and Assurance Committee and not a member of the Parish, whose role is to check that the AUP process is being adhered to.

## Part 2
## Financial Reporting

*Financial reporting to Vestry*

1 Financial statements must be tabled at a Vestry meeting at least quarterly.

*Financial reporting by Vestry to Parish*

2 The Vestry must report on all its financial activities and ensure that they are all included in the financial statements for the Parish.

3 The financial statements, consisting of the statement of financial position and the statement of financial performance, must be prepared in the format required by the Diocese.

4 The AUP checked financial statements for a Parish must be submitted to the annual general meeting of the Parish.

5 A budget for the current financial year must be submitted to the annual general meeting.

6 In a Parish that comprises more than 1 local worshipping community, the financial statements submitted to the annual general meeting of the Parish must consolidate the revenue, expenditure, assets and liabilities of all the local worshipping communities.

7 The annual accounts must be prepared following the AUP and must be checked by a designated Diocesan AUP checker.

8 If the AUP checked accounts are not available at the time of the annual general meeting, unchecked accounts may be presented but if so, the annual general meeting must authorise the Vestry to receive the AUP checked accounts and the Vestry must make available to Parishioners in a timely way the AUP checked accounts together with the AUP checker's certificate after the AUP check is completed.

*Financial reporting to Diocese*

9 A copy of the financial statements submitted to the annual general meeting of the Parish must be forwarded to the Diocesan Manager, in the form required by the Diocese, together with a summary of the annual financial statements by 31 March in each year.

## Part 3
## Parish Bank Accounts

*The Parish Bank Account, Collections and Payments*

10 The Vestry must ensure that a bank account (Parish account) is open and operated in the name of the Parish.

11 The Vestry must ensure that all money taken in collections at services of worship within the Parish are counted and recorded by two people, kept safely, and banked promptly in the Parish account.

12 All money received by the Parish must be paid into the Parish account and all Parish payments must be made from that account.

13 Any payments made for the use of Parish facilities, such as the use of church buildings for weddings, must be paid into the Parish account.

*Oversight of Parish bank accounts*

14 The Parish account must be operated jointly by any two of those appointed for that purpose by the Vestry under section 25(1)(c).

15 Despite clause 13—

(a) if a Parish operates a trading activity, the Vestry may arrange a separate bank account for that trading activity; and

(b) the Vestry may open short term savings accounts and may authorise one of those appointed to operate the Parish account to undertake transfers between the accounts.

16 Any Parish bank account must be subject to the regular oversight of the Vestry and must not be used for any purpose other than the purpose for which it was set up.

*Stipends and salaries are priority payments*

17 The payment of stipends to clergy and salaries to lay staff of the Parish must be a first charge upon the revenue of the Parish.

18 Before any clerical or lay appointment is agreed to, the Vestry must be satisfied that the financial arrangements are sustainable for the duration of the appointment.

## Part 4
## Authorisation of Payments

19 Diocesan budget shares, clergy stipends and allowances and other salaries and allowances, as well as rates and insurance premiums may be paid from the Parish bank account without formal authorisation by the Vestry.

20 The Vestry must ensure that a direct debit authority is in force to pay Diocesan assessments and budget shares when they fall due.

21 The Vestry may also arrange a direct debit authority to pay the costs of regular services such as electricity, gas, and rates.

22 The Vestry may delegate to the Vicar, Churchwardens, or treasurer the right to make routine payments as authorised by the Vestry.

23 The Vestry may also delegate to the Vicar and Churchwardens the right to make minor payments within the limits that the Vestry determine.

24 Delegations under clauses 23 and 24 must be reviewed by each incoming Vestry.

25 Except as provided for in clauses 20 to 24, no payments may be made from a Parish bank account unless—

(a) adequate invoices or other documents to support the payment have been received by the Parish; and

(b) the Parish has received the goods or services for which payment is being sought; and

(c) the payment has been approved by a majority of the members of the Vestry present at a meeting of the Vestry.

## Part 5
## Special Collections and Gifts

*Special Collections*

26 Vestry may, at its discretion, pay money from Parish funds for religious, charitable, or educational purposes outside the Parish and authorise collections to be made for any such purposes.

27 All special offerings and collections must be paid to the purpose specified within a reasonable time after they have been received.

*Gifts, bequests, or similar to Parish*

28 If a Parish receives money or assets, directly or indirectly, that are specified for a special purpose—

(a) the money and any income received from the assets must be banked in the Parish bank account; and

(b) the money and any assets must be reported in the financial statements of the Parish as being for the specified purpose of the Parish.

29 If a Parish has received money or assets without a special purpose being specified—

(a) the money and any income received from the assets must be banked in the Parish bank account; and

(b) the assets must be reported in the financial statements of the Parish as being for the general purposes of the Parish.

30 If there is a question as to whether money or assets are to be reported by a Parish as being for a special purpose or general purposes, the matter may be referred to the Diocesan Finance Committee for a determination.

31 To avoid doubt, this clause does not apply to gifts or bequests for which, by the terms of the gift or bequest, the Board of Trustees is required to take responsibility for the benefit of a particular Parish.

**SCHEDULE 8**
**S 6**

## Parishes of the Diocese

Carterton
Chinese Anglican Mission
Churton Park
Eastbourne
Eketahuna
Greytown
Hataitai-Kilbirnie
Island Bay
Johnsonville
Kāpiti
Karori
Kelburn
Levin
Lower Hutt
Masterton – St Matthew's
Masterton South – The Epiphany
Miramar-Seatoun-Strathmore
Naenae-Epuni
Newlands-Paparārangi
Northland-Wilton
Onslow
Oroua
Ōtaki
Pahiatua
Palmerston North – St Matthew’s
Palmerston North – St Peters
Palmerston North – All Saints
Pāuatahanui
Petone
Porirua
Rangitikei
Roseneath
Silverstream
South Wairarapa
Taihape
Tawa-Linden
Tītahi Bay
Trentham
Upper Hutt
Wadestown
Waikanae
Wainuiomata
Waiwhetū
Whanganui Anglicans
Wellington – Cathedral District
Wellington – St Peter’s
Wellington South
Whitby

## SCHEDULE 9
## S 12(4)

### Mission Ventures of the Diocese

### Part 1
### Exploratory Mission Ventures trialing a form of governance

Blueprint
Brooklyn Anglicans
Foxton Beach
Foxton
Lyall Bay
Pohangina
Rongotea
Ruapehu
Shannon
Stokes Valley (St Philip's Revive)
Taitā

### Part 2
### Mission Ventures with an established form of governance

## SCHEDULE 10
## S 49(2)

### CONSEQUENTIAL AMENDMENTS

### Part 1

1 The words "vicar of a Parish" are replaced with the words "Vicar or Priest in Charge of a Mission Unit" in:
   (a) Section 12 of the Diocesan Bishop's Canon 1993

2 The words "Parish" or "Parishes" are respectively replaced with the words "Mission Unit" or "Mission Units" in:
   (a) section 15 of the Diocesan Canons Table of Contents; and
   (b) sections 3(1) and 3(2), and in the Note to the Second Schedule, of the Diocesan Burial Grounds Canon 1992; and
   (c) sections 6(5), 6(6), 7(1), 9(1)(d), 9(3), 10(b), 11, 11(a), 15(b) and in section 11 of the Table of Contents of the Diocesan Clergy Canon 1993; and
   (d) sections 4(a), 5(e), 9(3), 10(1), 10(2)(twice), 10(3), 10(4), 11(twice), 12, 19(b), 20(2), 23(1), 23(2) of the Diocesan Finance Canon 1998, and clause (1), subclauses (2)(a)(i), (2)(b)(i),

(2)(b)(ii), (2)(b)(vi), and clause (3), subclauses (3)(a)(twice), (3)(b), (3)(c)(twice), (3)(e)(twice), clause (4)(twice) of the First Schedule to the Finance Canon, and clause (2) of the Second Schedule to the Finance Canon; and

(e) section 22 of the Table of Contents, the title of section 22, and sections 22(1), 22(2) of the Diocesan Licensed Lay Ministers Canon 19 98; and

(f) section 9 of the Table of Contents, sections 2(c), 3 (six times), 5(1)(twice), 5(2), 6(1), 6(2), 7, 9, 9(1), 14(1), 18(1), the heading of section 19, sections 19 and 20(twice), of the Diocesan Properties and Faculties canon 2003; and

(g) sections 17(a)(twice), 21(1)(twice) of the Diocesan Synod Canon 1991.

3 The words “Diocesan Parishes Canon” are replaced with the words “Mission Units Canon” in sections 6(2) and 7 of the Diocesan Cathedral Canon 1992.

4 The words “Diocesan Parishes Canon 2007” are replaced with the words “Mission Units Canon” in sections 5(1), 5(2) 5(3), of the Diocesan Chinese Mission Canon 2009.

5 The Diocesan Chinese Mission Canon 2009 is further amended as follows:

(a) in section 5(2), by the replacing the words “Section 26” with the words “The provisions”; and
the word “outlines” with the word “outline”; and

(b) in section 5(3), by replacing the words “section 45” with the words “the provisions”.

6 The Diocesan Clergy Canon 1993 is further amended by:

(a) deleting from section 2 the words “**mission unit** means a chaplaincy or similar body as distinct from a parish”; and

(b) in sections 16(2), 16(3), 19(1), 19(3), and 19(4), replacing the words “parish or mission unit” with the words “Mission Unit or Chaplaincy”; and

(c) deleting section 16(4); and

(d) deleting from section 17(1)(f) the word “entitlement” and replacing that with the words “provisions in accordance with the Diocesan Mission Units Canon 2016.

7 The Diocesan Finance Canon 1998 is further amended by

(a) in section 20(3), and in clause (3) of Part A of the Third Schedule, replacing the words “parish or mission unit” with the words “Mission Unit”; and

(b) in section 20(3), replacing the words "parishes and other mission units" with the words "Mission Units"; and
(c) in section 20(5), replacing the words "parish, or mission unit," with the words "Mission Unit"; and
(d) in section 21(c), replacing the words "parishes and other mission units," with the words "Mission Units"; and
(e) in sections 21(e) and 22(1), replacing the words "parishes and other mission units." with the words "Mission Units."

8 The Diocesan Interpretation Canon 1992 is amended by deleting from subclause 3(1) the words "**Mission unit** means a chaplaincy or similar body as distinct from a parish".

9 The Diocesan Professional Standards Committee Canon 2009 is amended by replacing the word "ministry" with the word "mission" in paragraph 3(d).

**Part 2**

10 The Diocesan Licensed Lay Ministers Canon 1998 is further amended by:

(a) in section 2(1), replacing the words
"**vicar**, in relation to any place of ministry that is not in the charge of a vicar, means the priest or other person in charge of that place"
with the words
"**Minister in Charge** means Vicar or other clergy person or Lay Minister in Charge, licensed by the Bishop to guide the life of a Mission Unit"
(b) replacing the word "vicar" with the words "Minister in Charge" in sections 8, 9(b), 14(2)(a), 22(2), 23(2) and 24(2), and in the First Schedule.
(c) the inclusion of a new section 16 as follows:

"**16 Lay Minister in Charge**

(1) Notwithstanding the provisions of this or any other Diocesan Canon, the Bishop may, in accordance with this section, appoint a Lay Minister in Charge of a Mission Unit.

(2) Before making such appointment the Bishop must be satisfied that the arrangements for the appointment meet the requirement of Title B, Canon V, section 1.2 that the constitution and structure of a governing body for the Mission Unit concerned embody the principle of partnership in ministry between ordained ministers and the lay members of the church.

(3) The Bishop must specify in the licence the capacity in which the holder is authorised to exercise the ministry of a Lay Minister in Charge.

(4) An appropriate title for the Lay Minister must be determined by the Bishop, in consultation with the Mission Unit and the Lay Minister.

(5) The appointment of a Lay Minister in Charge to a Parish needs the consent of the Vestry and the Board of Nomination.

(6) The appointment of a Lay Minister in Charge to a Mission Venture must be made in accordance with the provisions of Schedule 1 of the Diocesan Mission Units Canon 2016."

(d) the renumbering of the remaining sections the Diocesan Licensed Lay Ministers Canon 1998.

(e) replacing the words "parish/mission unit" with the words "Mission Unit" in the First Schedule.

**Part 3**

11 The Diocesan Synod Canon 1991 is further amended by

(a) in section 2, replacing the words "parishes, mission districts and the Chinese Pastorate" with the words "Mission Units"; and

(b) in section 4, replacing the words
"Every parish named in the Schedule to the Diocesan Parishes Canon 2007 is entitled to be represented in Synod by two lay representatives."

with the words

"(1) Every Parish named in Schedule 9 of the Diocesan Mission Units Canon 2016 is entitled to be represented in Synod by two lay representatives; and

"(2) Every Mission Venture named in Schedule 10 of the Diocesan Mission Units Canon 2016 is entitled to be represented in Synod by up to two lay representatives as determined by Diocesan Council, in accordance with the provisions of Schedule 1 and of Section 5(2)(b) of that Canon."

(c) That in section 8(2), the words "not later than 31 March in the year in which it is due" be replaced by the words "as required by the Mission Units Canon 2016, Schedule 3, clause 1."

(d) That sections 9 to 13 be deleted and the remaining sections be renumbered accordingly.

(e) That in the renumbered section 16(1), the words

"Subject to subsection (2) of this section, if any vacancy occurs in the number of lay representatives of any Parish from death, resignation, non-election, or any other cause, the vicar shall direct the returning officer for that Parish to take the necessary steps to fill the vacancy."

be replaced by the words

"Subject to subsection (2) of this section, if any vacancy occurs in the number of lay representatives of any Mission Unit for any reason, the Minister in Charge must take the necessary steps to fill the vacancy.

(f) That in the renumbered section 18, the words "the vestry of the parish or mission district or pastorate" be replaced by the words "the governing body of the Mission Unit"

**Schedule 4**

12 The Diocesan Mission Unit Canon is further amended by:

a. The inclusion of a new section 10 as follows:

"10 Where a Mission Unit has Co-Vicars, Co-Priests-in-Charge, Co-Deacons-in-Charge or Co-Ministers-in-Charge, only one counts as a Minister for the purposes of the quorum in clause 9(a) of this Schedule."

# NO 16

# DIOCESAN PIONEER MISSION UNITS

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| **1 Title** | **4 Responsibilities of pioneer mission units** |
| **2 Interpretation** | |
| **3 Covenant** | **5 Synod** |


## A Diocesan Canon to provide for recognition and accountability of pioneer mission units

### 1 Title

This Diocesan Canon is the Diocesan Pioneer Mission Units Canon 2009.

### 2 Interpretation

**Pioneer mission unit** is a group, organisation or religious order that enters into a covenant with the Bishop as provided for in section 3.

### 3 Covenant

(1) Any group, organisation or religious order that operates within the Diocese of Wellington, not being a mission unit, may seek to enter into a covenant as provided in this section.

(2) The Bishop, with the approval of Diocesan Council, may enter into a covenant with the leader or leaders of the group, organisation or religious order.

(3) The covenant contains the following:

- (a) the purposes of the pioneer mission unit; and
- (b) the authority of the pioneer mission unit to act within the Diocese; and
- (c) the support that the Diocese offers to the unit; and
- (d) the times when the covenant will be reviewed; and
- (e) the unit's adherence to the canons of the Church, where appropriate, and acceptance of the Diocese's Mission Vision and Value Statements set out in Schedule 1 of the Diocesan Governance Canon 2016; and
- (f) in respect of religious orders, where appropriate and if agreed, the appointment of the Bishop as Protector or similar role; and
- (g) any other matter that gives better effect to the covenant.

### 4 Responsibilities of pioneer mission units

Every pioneer mission unit has the following responsibilities:

- (a) to include worship in its activities; and
- (b) to liaise with Diocesan Council; and

(c) to consult with the Bishop and the Diocesan Manager not later than 31 March of each year on an appropriate amount that pioneer mission unit will contribute to the diocesan budget for the following financial year; and
(d) to collaborate where appropriate with other mission units and pioneer mission units; and
(e) to elect lay Synod representatives in accordance with the provisions of Diocesan Synod Canon 2017; and
(f) to report annually to Synod through Diocesan Council on its activities; and
(g) to carry out such other responsibilities as are set out in the unit's covenant.

# NO 17

# DIOCESAN PROFESSIONAL STANDARDS

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| **1 Title** | **4 Membership** |
| **2 Establishment** | **5 Administration** |
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## A Diocesan Canon to provide for a committee to have oversight in relation to professional standards relating to Title D of the Provincial Canons, and the Diocesan Codes of Conduct and Ethics

### 1 Title

(1) This Diocesan Canon is the Diocesan Professional Standards Committee Canon 2009.

(2) This Diocesan Canon replaces the Sexual Misconduct Monitoring Group Standing Resolution.

### 2 Establishment

A group known as the Professional Standards Committee is accountable to Diocesan Council.

### 3 Functions

The functions of the committee are:

(a) to advise on and monitor Diocesan policy regarding the education of licensed persons, ordained and lay, with reference to the Codes of Conduct and of Ethics on matters of professional misconduct; and

(b) to advise on and monitor Diocesan policy regarding the hearing of complaints of professional misconduct; and

(c) to provide Diocesan contact persons with support and information as necessary; and

(d) to provide appropriate publicity resources for use in mission units and pioneer mission units.

### 4 Membership

The committee consists of up to ten members appointed by Diocesan Council at its first meeting after the Second Ordinary Session of each Synod.

### 5 Administration

The committee elects its own Convenor, and determines its own procedure.

# NO 18

# DIOCESAN PROPERTIES AND FACULTIES

## CONTENT


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| **1. Title**<br>**2. Purposes of this Diocesan Canon**<br>**3. Interpretation**<br>**Part 1**<br>**Properties and liabilities**<br>**4. Acquisition of site or erection of building requires the prior approval of Diocesan Council in compliance with the Canons where applicable**<br>**5. No financial liability to be incurred without resolution of vestry**<br>**6. Limitations on borrowing**<br>**7. Limitations on giving security**<br>**8. Diocesan Council may grant relaxation of provisions of sections 6 and 7**<br>**9. Application for authority for certain dealings with Mission Unit property**<br>**10. Report from Finance Committee**<br>**11. Appeal process** | **Part 2**<br>**Faculties**<br>**12. When faculty required**<br>**13. Application**<br>**14. Determination of the application**<br>**15. Other faculties to be dealt with under this Part**<br>**Part 3**<br>**Miscellaneous provisions**<br>**16. Diocesan Trustees to consult Diocesan Council before entering into certain dealings**<br>**17. Diocesan Council may make rules**<br>**18. Diocesan Council to inspect Mission Unit property every three years**<br>**19. Protection of other parties**<br>**20. Relationship with Anglican Church Trusts Act 1981 and the Canons**<br>**21. Repeals** |


## A Diocesan Canon to make better provision relating to diocesan properties and liabilities, and the issuing of faculties

### 1. Title

This Diocesan Canon is the Diocesan Properties and Faculties Canon 2003.

### 2. Purposes of this Diocesan Canon

The purposes of this Diocesan Canon are:

(a) to ensure accountability and define responsibility for property developments in this Diocese; and

(b) to ensure that approval steps are clearly defined and understood, ensuring that the aspirations of Mission Units are met as well as the requirements of the Diocese; and

(c) to maintain the minimum level of control to ensure that these goals are met; and

(d) to ensure property developments support the mission objectives of the Diocese.

**3. Interpretation**

**Bishop** includes the vicar-general

**Canons** means the Canons of the Constitution of the Church in Aotearoa, New Zealand and Polynesia

**church** includes any Mission Unit building used exclusively for divine service

**church building** is any church, vicarage, Mission Unit hall or school

**Diocesan Trustees** are the Wellington Diocesan Board of Trustees

**Finance Committee** is the Diocesan body established under the Diocesan Finance Canon 2017

**Diocesan Council** is the Diocesan body established under the Diocesan Governance Canon 2016

**site** includes so much of the land surrounding a church building necessary for the proper and convenient use of that building; and includes land intended to be the site of any such building

**Property Manager** is the diocesan Property Manager or other person(s) appointed by the Diocesan Trustees to have oversight of the management of diocesan property

**trustees of Mission Unit property** are any trustees, whether or not incorporated, of land situated in any Mission Unit or held in trust for any Mission Unit, other than the Diocesan Trustees

**The Anglican Church Trusts Act 1981** is the Act of that name enacted by the New Zealand Parliament

## Part 1
## Properties and liabilities

**4. Acquisition of site or erection of building requires the prior approval of Diocesan Council in compliance with the Canons where applicable**

(1) A site for any church building may be purchased, accepted or otherwise acquired only with the prior approval of Diocesan Council and, where appropriate, the Diocesan Trustees.

(2) A church building may be erected and alteration made by way of addition, diminution, or otherwise to any church building that may affect the stability or general plan of the building only with the prior approval of the plans and specifications by Diocesan Council and the Diocesan Trustees.

(3) Where the approval of Diocesan Council is sought for any proposal under subsection (1) or (2), the proposal must be forwarded to the Diocesan Manager who must forward it to Diocesan Council as soon as possible after obtaining the approval of both a Diocesan Property Consultant and the Archdeacon for Mission, together with any comments the Diocesan Manager considers relevant to the proposal.

(4) The Bishop may waive the requirements of subsection (2) in respect of any alteration that, in the opinion of the Bishop, is of minor importance.

**5. No financial liability to be incurred without resolution of vestry**

(1) Any contract or work that involves any financial liability may be undertaken in any Mission Unit as part of the activities of that Mission Unit, whether by the vicar, the church wardens, or any association of Parishioners, only if the contract or work has been first authorised by a resolution of the vestry.
(2) The maximum amount a vestry can spend on a project without authorisation from a general meeting of Parishioners is $20,000 or 10% of the gross assessable income (as defined in the First Schedule to the Diocesan Finance Canon 2017) of the Mission Unit (as published in the latest Synod Book for the relevant year), whichever is the greater.

**6 Limitations on borrowing**

(1) A vestry or other Mission Unit body wishing to authorise or enter into any contract for the acquisition of land, or for the acquisition, erection, renovation, or improvement of any building, must have available, without borrowing, at least 60% of the total liability involved in the contract.
(2) In respect of any contract, in addition to making provision for the interest on the balance of the total liability, the vestry or other Mission Unit body must make provision to reduce the balance annually such that the total liability is extinguished within 20 years.

**7 Limitations on giving security**

The trustees of Mission Unit property must not -

(a) mortgage the site of any church building for the purpose of meeting ordinary expenditure of the Mission Unit; or
(b) mortgage the site of any church building except for purposes connected with that building or its site or with the provision of a new church building or site in place of the present one.

**8 Diocesan Council may grant relaxation of provisions of sections 6 and 7**

(1) In particular cases, Diocesan Council may reconsider on special grounds the provisions of sections 6 and 7.
(2) Every application for such relaxation must be made to Diocesan Council in writing, setting out the grounds on which it is made.

**9 Applications for authority for certain dealings with Mission Unit property**

(1) No trustees of Mission Unit property shall sell, exchange, mortgage, otherwise dispose of, or lease for a term (including renewals) of more than 21 years any of that property unless they have the authority required by section 3(2)(d) or 9(2)(d) of the Anglican Church Trusts Act 1981.
(2) An application for such authority must be made to Diocesan Council, stating the reason for the proposed dealing and the purpose to which it is intended to apply the proceeds arising from the dealing.

**10 Report from Finance Committee**

Before making its decision on any matter arising under sections 5, 8 and 9, Diocesan Council may seek a report from Finance Committee.

**11 Appeal process**

Where an application under sections 5, 8 and 9 is declined by Diocesan Council, there is a right of appeal to the Bishop who must make a determination.

## Part 2
## Faculties

**12 When faculty required**

(1) A faculty must be issued under this Part of this Diocesan Canon before any of the following occurs:
   (a) any alteration by way of addition, diminution or otherwise in or to the fabric, furniture, lighting installation, monuments or ornaments of any church; or
   (b) the erection or placing in any church of any article that is required or ought to be dedicated or consecrated.

(2) The work contemplated must not be commenced until the faculty has been issued, unless the Diocesan Property Manager waives the provision of subsection (1).

(3) In any new church, a faculty must be obtained for all furnishings, installations, monuments and ornaments that are to be placed in it, whether these are new or transferred from a building previously in use.

**13 Application**

(1) The vicar and church wardens of the Mission Unit concerned must apply in writing to the Property Manager for the issue of a faculty.

(2) The application must include
   (a) a full description and plan or sketch of the work or article; and
   (b) a copy of the resolution, certified by the vicar, of the vestry approving the proposals

**14 Determination of the application**

(1) The Property Manager may refer an application to advisors recommended by Diocesan Council.

(2) On receipt of an application, the Property Manager may ask the applicants for such further information as the archdeacon considers necessary.

(3) The Property Manager may issue or decline a faculty.

(4) The Property Manager must give reasons if the application is declined.

(5) If the Property Manager declines to issue a faculty, there is a right of appeal to the Bishop who must make a determination.

**15 Other faculties to be dealt with under this Part**

All faculties required under any of the Canons of the Anglican Church in Aotearoa, New Zealand and Polynesia or under any other Diocesan Canon must be applied for and dealt with under this Part of this Diocesan Canon.

## Part 3
## Miscellaneous Provisions

**16 Diocesan Trustees to consult Diocesan Council before entering into certain dealings**

Before selling, exchanging, mortgaging, otherwise disposing of, or leasing a parochial property vested in the Diocesan Trustees, and before applying for an authority required by law for selling, mortgaging, exchanging or leasing any Mission Unit property so vested, the Diocesan Trustees must refer the proposed dealing to Diocesan Council and must consider any recommendation made by the committee.

**17 Diocesan Council may make rules**

(1) Diocesan Council may make rules governing the procedure to be followed by vestries and trustees of Mission Unit property in respect of applications under section 9 or 14.

(2) The rules must not be inconsistent with—

(a) the provisions of the Anglican Church Trusts Act 1981

(b) the Canons of the Anglican Church in Aoteroa, new Zealand and Polynesia

(c) this Diocesan Canon

**18 Diocesan Council to inspect Mission Unit property every three years**

Diocesan Council must, either through the Property Manager or otherwise, inspect all the land and buildings of each Mission Unit at least once every three years.

**19 Protection of other parties**

A person proposing to give credit to any vestry or other Mission Unit body or any trustee or trustees of Mission Unit property, or to purchase or exchange or otherwise acquire, or take a mortgage or other charge over the site of a church building

(a) need not inquire into—

(i) the power of the vestry, body, trustee or trustees to incur the liability, or

(ii) the purposes for which any money or property to be derived from the sale, exchange, acquisition, or to secure the mortgage or change, has been or is intended to be employed; or

(b) need not be concerned to see to the application of any such money; or

(c ) is not affected by notice, expressed or implied, of any matter that would cause the incurring of the liability, or the sale, exchange, acquisition, or giving of the mortgage or charge, to constitute a breach of this Diocesan Canon or of any other Diocesan Canon.

**20 Relationship with Anglican Church Trusts Act 1981 and the Canons**

The powers and duties conferred and imposed by this Diocesan Canon are in addition to any powers and duties conferred and imposed by the Anglican Church Trusts Act 1981 and the Canons.

**21 Repeals**

The Diocesan Properties and Faculties Act 1994 and the Diocesan Properties and Faculties Amendment Act 2000 are repealed.

# NO 19

# DIOCESAN RIVERSLEA

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| **2 Interpretation** | **6 Function and powers of Board** |
| **3 Continuance of Board** | **7 Procedures and duties of Board** |
| **4 Object of Board** | **8 Repeal** |


## A Diocesan Canon to provide for the management of the Riverslea Fund

### 1 Title

This Diocesan Canon is the Diocesan Riverslea Canon 2007.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires:

**Board** means the Board of Riverslea Lodge continued by section 3 and to be known as the Riverslea Board.

**Riverslea Fund** means the fund established from the proceeds of the sale of Riverslea Lodge, including the profits and income derived from the sale and any other money or property that may, from time to time, be acquired by the Board, including all the funds transferred in 2024 from the Youth Trust created by the Deed dated 12 July 1995.

### 3 Continuation of Board

(1) The Board established under section 6 of the Riverslea Lodge Act 1995 is continued with the name Riverslea Board.

(2) The Riverslea Fund continues to be vested in the Wellington Diocesan Board of Trustees in trust for the Board.

### 4 Object of Board

The object of the Board is to use the Riverslea Fund to provide appropriate programmes to inspire, challenge, and develop Christian spirituality and leadership in young people.

### 5 Appointment of Board

The Board consists of:

(a) The Bishop or the Bishop's nominee;

(b) Between three and seven persons appointed by the Diocesan Council at its first meeting after the second ordinary session of Synod.

**6 Functions and powers of Board**

(1) The function of the Board is to manage the Riverslea Fund.

(2) The Board has the following powers, subject to the approval of Synod or Diocesan Council:

(a) to utilise the Riverslea Fund to further the object of the Board; and

(b) to acquire, develop, and control lands, buildings, and other property as may from time to time seem desirable to further the object of the Board; and

(c) to borrow money, by way of bank overdraft or otherwise, and with or without security, for the purpose of achieving the object of the Board.

**7 Procedures and duties of Board**

(1) The Board must elect one of its members to act as chairperson.

(2) A quorum of the Board is three members.

(3) Minutes must be kept of all Board meetings.

(4) The Board may appoint any committees that it thinks fit for the purpose of enabling it to discharge its responsibilities.

(5) However, the delegation of powers to a committee does not prevent the Board from exercising its powers.

(6) Every committee appointed under subsection (5) is responsible to the Board and may at any time by dissolved by the Board.

(7) The Board must report annually to Synod, through Diocesan Council.

**8 Repeal**

The Riverslea Lodge Act 1995 is repealed.

# NO 20

# DIOCESAN SOCIAL SERVICE AND COMMUNITY DEVELOPMENT BOARD

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## A Diocesan Canon to make better provision for the Wellington Diocesan Social Service and Community Development Board

### 1 Title

This Diocesan Canon may be cited as the Diocesan Social Service and Community Development Board Canon 1993.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires –
**Bishop** includes the Vicar-General
**Board** means the Wellington Diocesan Social Service and Community Development Board continued under section 3.

### 3 Continuance of Board

There continues to be a Board called the Wellington Diocesan Social Service and Community Development Board.

### 4 Board membership

(1) The Board consists of —
  (a) The Bishop or the Bishop's nominee;
  (b) Between four and six persons appointed by the Diocesan Council at its first meeting after the second ordinary session of Synod.

(2) The Board must elect a chairperson who must convene Board meetings, but if the chairperson is absent from a duly convened meeting, the members of the Board present must elect one of their members to chair that meeting.

(3) The Board must appoint a secretary and treasurer, who may, but need not be, members of the Board.

**5 Affiliated organisations**

(1) Any Church social service or community development organisation may be affiliated to the Board, at the discretion of the Board.

(2) Every organisation affiliated to the Board must provide to the Board annually a report and statement of accounts.

**6 Functions of Board**

The functions of the Board are be as follows:

(a) to be aware of, and informed about, the changing social needs and problems throughout the Diocese; and

(b) to encourage and facilitate appropriate social service and community development responses to identified needs and problems; and

(c) to enable lay people throughout the Diocese to become involved in social service and community development; and

(d) to raise money throughout the Diocese for the Diocesan work of social service and community development; and

(e) to ensure that the social service and community development work of the Diocese is carried out to the highest standards according to the best principles; and

(f) to provide co-ordination for social service and community development work in the Diocese for efficiency and effectiveness; and

(g) to continually place before all people and groups within the Diocese the Gospel imperative in favour of those who are suffering or underprivileged, and appropriate responses to their situations.

**7 Contributions**

The Board has the power to seek and receive contributions, donations, and legacies for the work of the Board generally, or for any particular work that it is authorised by Synod to carry out.

**8 Financial Guidelines**

The Board must administer its financial affairs in accordance with the financial guidelines set by Finance Committee.

**9 Repeals**

(a) The Social Service and Community Development Board Act, 1939 and 1982, and its amendments, are repealed.

(b) The Diocesan Social Service and Community Development Board Canon 1993 is amended by replacing section 4(1) with the following:

(1) The Board consists of:

(a) The Bishop or the Bishop's nominee;

(b) Between four and six persons appointed by the Diocesan Council at its first meeting after the second ordinary session of Synod.

# NO 21

# DIOCESAN SYNOD

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## A Diocesan Canon to provide for the membership and good functioning of the Diocesan Synod

### 1 Title

This Diocesan Canon is the Diocesan Synod Canon 2017.

### 2 Interpretation

In this Diocesan Canon, unless the context otherwise requires—
**Churchwardens** means the Vicar's Warden or the Bishop's Warden together with the People's Warden, in the case of a Mission Unit, and the persons fulfilling the role provided for in section 5(2)(a) of the Mission Units Canon 2016 in the case of a Mission Venture.
**the Council** means the Diocesan Council
**lay representatives** means persons elected in accordance with this Diocesan Canon to be members of Synod; and
**ministry staff** means all stipended clergy and salaried members of staff who hold a Bishop's licence for ministry in a Mission Unit.

### 3 Role of Synod

(1) Synod is the representative Governing Body of the Diocese, as set out in Schedule 1.

(2) Synod must exercise its governance role to enable and advance the Mission, Vision and Values of the Diocese, set out in Schedule 1 of the Governance Canon 2016.

**4 Synod to comprise three Orders**

(1) Synod comprises the Order of Bishops, and the Order of Clergy, and the Order of Laity.

(2) The Order of Bishops comprises the Bishop and each Assistant Bishop duly licensed by the Bishop.

(3) The Order of Clergy comprises—

(a) all clergy duly licensed by the Bishop to hold any office described in section 5 of the Diocesan Clergy Canon 1993; and

(b) a person provided for under sections 7, 9 or 10, if a clergy person.

(4) The Order of Laity comprises any person elected or appointed under sections 5, 6, 7, 9 or 10 who is a lay person.

**5 Mission Unit Lay Synod Representatives**

(1) Each Mission Unit is entitled to be represented in Synod by one or more lay representatives, as set out in subsection (3).

(2) For the purposes of this Canon, a Pioneer Mission Unit is deemed to be a Mission Unit.

(3) The number of lay representatives for any Mission Unit is as follows—

(a) one lay representative for a Mission Unit which has fewer than one full-time equivalent (FTE) ministry staff; and

(b) two lay representatives for a Mission Unit which has at least one but fewer than two FTE ministry staff; and

(c) three lay representatives for a Mission Unit which has at least two FTE ministry staff.

(4) For the avoidance of doubt a Minister in Charge of a Mission Unit who is a lay person is a member of Synod in addition to the lay representatives appointed under subsection (3) for that Mission Unit.

(5) For the purposes of this section, the number of FTE ministry staff for a Mission Unit is deemed to be the highest number of FTE ministry staff ministering during any continuous period of at least six months across the current and/or the previous calendar year in that Mission Unit.

**Note:** The term "Ministry Staff" is defined in Section 2.

**6 Chaplaincy Lay Synod Representatives**

(1) A lay chaplain with a Bishop's licence for oversight of a Chaplaincy is a member of Synod, subject to subsection (2).

(2) In the case where more than one lay chaplain has a Bishop's licence for ministry in a Chaplaincy, the chaplains concerned must choose a Synod representative from amongst themselves.

**7 Chancellor**

The Chancellor, or the person(s) appointed by the Bishop to be the Legal Advisor of the Diocese, is a member of Synod ex officio.

**8 Diocesan Manager**

The Diocesan Manager has a right to speak in Synod but is not a member of Synod and does not have a right to vote, despite any other provision of this Canon.

**9 Representation of Diocesan Young Adult's, Youth, and Children's Ministry and the Association of Anglican Women**

(1) The Diocesan Young Adult Ministry is entitled to be represented at Synod by any person licensed by the Bishop for a role, by whatever name, in Diocesan Young Adult Ministry.

(2) The Diocesan Youth, Intermediate and Children's Ministry is entitled to be represented at Synod by—

(a) any person licensed by the Bishop for a role, by whatever name, in Diocesan Youth, Intermediate or Children's Ministry; and

(b) 2 youth representatives selected by the Young Persons Office Oversight Group.

(3) If a Diocesan Young Adult, Youth, Intermediate or Children's Ministry role under the provisions of subsections (1) or (2) above is vacant, the Bishop may appoint a substitute to represent the relevant interests at Synod.

(4) The Wellington diocesan branch of the Association of Anglican Women (AAW) is entitled to elect two representatives to be members of Synod.

**10 Archdeacons and members of the Diocesan Council**

Any person who holds the office of archdeacon or who is a member of Diocesan Council (the Council), and who is not otherwise a member of Synod, is a member of Synod while remaining in that role.

**11 Expectations of Mission Unit Lay Representatives**

It is important that Mission Units select as their lay Synod representative(s) persons who—

(1) are likely to be able to clearly convey the reasoning behind Synod decisions to their Mission Unit and to convey the likely views of their Mission Unit to Synod; and

(2) currently have a significant ministry role in the Mission Unit and are likely to participate fully in the life of the governing body of the Mission Unit; and

(3) are likely to participate in the Regional Meetings and in the Synod.

**12 General elections of Mission Unit Lay Synod Representatives**

(1) Mission Unit lay Synod representatives must be elected every second year, and continue in office until the next general election of lay representatives.

(2) Subject to subsections (3), (4) and (5), each general election of such lay representatives must take place as required by the Mission Units Canon 2016, section 21 and Schedule 3, clause 35.
(3) To give expression to the provisions of section 11, in the general election provided for in subsection (2), the general meeting of the Mission Unit must give consideration to the election of—
  (a) a Churchwarden in the first instance; and
  (b) person(s) who have a significant ministry role in the Mission Unit, for any other lay Synod representatives required.
(4) For special reasons the Bishop may, with the consent of the Council, direct that the general election of lay representatives be held at an earlier date in the year in which it is due.
(5) If, when a general election of lay Synod representatives would otherwise be due, the Bishop has given notice of intention to resign or a vacancy has occurred in the Office of Bishop, the general election must be postponed until a new Bishop has been installed.

**13 Persons who may attend Synod and speak but not vote**

(1) The following persons are entitled to attend Synod and speak, but are not members of Synod and do not have the right to vote unless they are otherwise entitled—
  (a) every Mission Unit assistant licensed by the Bishop to a Mission Unit or chaplaincy or some other stipendiary lay office; and
  (b) any person (whether or not a member of this Church) who is recognised by the Bishop as a minister of a Co-operating Parish in the Diocese.
(2) In addition to the lay Synod representative(s) appointed under section 5, a Mission Unit may appoint one lay representative with the right to attend Synod and speak but without the right to vote.

**14 Determination of disputes**

Every disputed return from a general election of lay representatives must be determined by the Council.

**15 Meetings of Synod**

(1) Synod must meet in ordinary session at least once in each year.
(2) Subject to subsection (1), the Bishop (or the Vicar-General) may convene or prorogue any session of Synod.
(3) Where the office of Bishop is vacant, the Commissary appointed by the Primate/te Pihopa Matamua under clause 5.4 of Title A, Canon I, may convene or prorogue any session of Synod.

**16 Regional Meetings**

The Council must ensure Regional Meetings are held each year, to facilitate the work of Synod and to advance the Mission, Vision and Values of the Diocese, as set out in Schedule 2.

**17 Synod may make regulations and Standing Orders**

(1) Synod may make all such regulations and standing orders as it considers necessary or desirable for the conduct of its business, not being inconsistent with the Constitution or the Canons of this Church.

(2) The Standing Orders of Synod must be set out on the Diocesan website.

**18 Officers of Synod**

(1) The Bishop has oversight of the functioning of Synod, including the worship of Synod, and must determine all points of order as provided by the Standing Orders of Synod and may invite the Chancellor to issue a ruling on any matter.

(2) The Diocesan Manager manages the arrangements for Synod and for the Regional Meetings, including the application of section 5.

(3) The Synod Steering Committee determines practical arrangements for the functioning of Synod as set out in Standing Orders and in this Canon.

(4) The Revising Committee has responsibility for the wording of motions relating to Canons before Synod, as set out in Diocesan Legislation Canon 2007.

**19 Motions inappropriate for debate at Synod**

The Synod Steering Committee must deal with motions which do not fit the primary governance purpose of Synod, defined in section 3, as set out in Synod Standing Order D3.

**20 Orders to sit as single chamber but vote separately**

(1) The three Orders sit in Synod as one chamber but vote separately.

(2) For any matter to be adopted by Synod, it must receive a majority of the votes cast in each of the three Orders.

(3) The Diocesan Bishop has a casting vote in the Order of Bishops, in the event of a tied vote in that Order.

(4) Despite subsections (1) or (2), the President may declare a matter to be adopted by Synod on the voices or by a show of hands of Synod voting as one chamber, unless a count or a division is called for or it is a matter on which the three Orders are otherwise required to vote separately.

**21 Resolutions of Synod binding**

All resolutions passed by Synod are binding on the Church members subject to Synod until they are duly repealed by Synod.

**22 Filling of vacancies**

(1) If any vacancy occurs in the number of lay representatives of any Mission Unit for any reason more than six weeks before a session of Synod, the Minister in Charge must take the necessary steps to fill the vacancy as provided in subsection (2).

(2) A Special General Meeting of the Mission Unit must be convened to elect a qualified person as a Synod representative to fill the vacancy referred to in subsection (1) and the Diocesan Manager must be informed in writing of the change forthwith.

(3) If the vacancy occurs within six weeks before the time fixed for the next meeting of Synod, on the advice of the governing body of the Mission Unit, Diocesan Council may appoint a qualified person to fill the vacancy.

**23 Alternative representation when leave of absence is granted**

Where any lay representative has been granted leave of absence by the Bishop in respect of any session of Synod, the governing body of the Mission Unit may appoint another qualified person to attend Synod in place of that representative with the same powers to speak and vote as that representative provided that the Diocesan Manager is informed in writing of the change no later than noon on the sixth Friday before the opening day of that session of the Synod.

**24 Amendments to Schedules**

The Council may add to, amend, or replace any Schedule to this Diocesan Canon according to the process set out in Section 6 of the Diocesan Legislation Revision Canon 2007.

**25 Amendments to other Canons and Standing Orders and Repeal**

(1) The Diocesan Synod Canon 1991 is repealed.

(2) Amendments to other Canons and to Standing Orders are set out in Schedule 3.

## SCHEDULE 1
## S 3

## ROLE OF SYNOD

1 Section 5 of Part E of the Constitution provides that in each Diocese there must be a representative Governing Body or Diocesan Synod, consisting of representatives of the three Orders within that Diocese.

2 When required, members of the Diocesan Synod form an Electoral College with a task of nominating a bishop to exercise an episcopal ministry in the Diocese, as provided in Title A Canon 1, Section 2.1.

## SCHEDULE 2
## S 15

## REGIONAL MEETINGS

1 The Bishop must determine the locations in the diocese which will serve best for holding a Regional Meeting (the Meeting),as set out in this Canon.

2 Under the oversight of the Council, the Diocesan Manager must arrange for the Synod representatives, Vestry members and any interested member of the Diocese, from each region of the Diocese to gather as a Regional Meeting, for the purposes of—
- (1) facilitating the business of Synod; and
- (2) advancing the Vision, Mission and Values of the Diocese in that region.

3 In order to facilitate the business of Synod, the Diocesan Manager must arrange for the timely distribution of material to all members of Synod and to all Vestry members in the Diocese, to enable each Meeting to discuss—
- (1) the reports which are to be made to Synod by any diocesan body, including the draft Diocesan budget; and
- (2) any matter determined by the Council; and
- (3) any matter determined by the Bishop.

4 In order to advance the Vision, Mission and Values of the Diocese in that region, an Archdeacon or other person from the region concerned appointed by the Bishop to chair the Meeting for that region ('the Meeting Chair') must, after consultation with members of the region concerned—
- (1) identify and include in the agenda for the Meeting an issue(s) of relevance for that region; and
- (2) invite representatives of each Mission Unit and each chaplaincy to share about challenges and joys that they are experiencing, followed by prayer for the Mission Unit or chaplaincy.

5 In order to implement clauses 2 and 3, subject to any direction of the Council or of the Bishop, the Meeting Chair must—
- (1) convene and chair the Meeting for their region; and
- (2) prepare an appropriate agenda, including worship, for the Meeting; and
- (3) liaise with the Diocesan Manager as to diocesan personnel involvement in the Meeting.

## SCHEDULE 3
## S 11(3), S 18

## CONSEQUENTIAL AMENDMENTS

1 Section 8(5) of the Diocesan Governance Canon 2016 is amended by replacing the words
"section 13 of the Diocesan Synod Canon 1991."
with the words
"section 20 of the Diocesan Synod Canon 2017."

2 Clause 4 of Part 3 of Schedule 4 of the Diocesan Governance Canon 2016 is amended by replacing the words
"(DC 21, s15(2)),"
with the words
"(Diocesan Synod Canon 2017, s14(2)),"

3 The Diocesan Pioneer Mission Units Canon 2009 is amended by—

(a) inserting in section 4 a new paragraph (e) as follows:
"(e) to elect lay Synod representatives in accordance with the provisions of Diocesan Synod Canon 2017; and"

and

(b) reordering the subsequent subsections of section 4 accordingly; and

(c) deleting section 5, which reads:
**"5 Synod**
A pioneer mission unit may choose two persons to attend and speak at Synod."

4 Current Standing Order D3 is renumbered as D4 and a new Standing Order D3 is enacted as follows—

**"D3 Motions inappropriate for debate at Synod**

To enable the governance role of Synod, defined in Section 3 of the Diocesan Synod Canon 2017, the Synod Steering Committee (the Committee) must deal with motions which do not, in its view, contribute sufficiently to the good governance of the Diocese to warrant discussion at Synod, as follows—

(a) the Committee must advise the Bishop of its view that a motion of which notice has been given is inappropriate for debate at Synod; and

(b) the Bishop must determine at his or her absolute discretion if the Committee is to take further action; and

(c) if the Bishop does not authorise the Committee to take further action, the motion concerned must be included in the business to be dealt with by the Synod; and

(d) if the Bishop authorises the Committee to take further action, the Committee must notify the mover of the proposed motion of its view that the motion is not appropriate for debate at Synod; and

(e) if the Committee acts under paragraph (d) it may
  (1) offer the mover some other slot at Synod, such as a Synod hotspot, for presentation of the matter concerned, or
  (2) advise the mover of some alternative forum which the Committee believes to be more appropriate for discussion of the matter concerned; and

(f) if the mover of the proposed motion accepts the advice of the Committee offered under paragraphs (d) and (e), the matter rests there; and

(g) if the mover of the proposed motion wishes to appeal the decision of the Committee, the mover may appeal to the judgement of Synod and the matter must be decided as follows—
  (1) the appeal that the Committee's decision be overturned must be put before Synod in the form of a statement by the appellant of no more than 50 words as to why the motion should proceed, and a statement by the Committee of no more than 50 words as to why the motion should not proceed; and
  (2) the appeal must be decided, without debate, by vote of Synod, voting by Order; and
  (3) the President must announce the decision of Synod and Synod must then proceed with its business in accordance with the decision announced."

# NO 22

# DIOCESAN VICTORIA UNIVERSITY OF WELLINGTON HALL OF RESIDENCE

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| 2 | Constitution of Board | 5 | Board may make regulations |
| 3 | Fund | | |


## A Diocesan Canon to provide for the establishment, maintenance and regulation of a Hall of Residence in the Victoria University of Wellington

### 1 Title

This Diocesan Canon may be cited as the Diocesan Victoria University of Wellington Hall of Residence Canon 1963.

### 2 Constitution of Board

(1) A Board consisting of 12 Trustees is constituted as the Trinity College of Wellington Trust Board Incorporated.

(2) The provisions of Title F, Canon I, Clauses 12 to 16 (inclusive) and clause 19 applies to the Board and the Trustees whether the Trustees are appointed by Synod or by the Diocesan Trusts Board.

### 3 Fund

For the purpose of this Diocesan Canon a fund may be raised by the Board in whatever way they shall in their discretion deem appropriate.

### 4 Duties and powers of Board

The duties and powers of the Board are —

(a) to invest the fund and administer such income as shall come to their hands in whatever manner they shall in their discretion deem appropriate; and

(b) to promote the establishment of a hall of residence for students in the Victoria University of Wellington, either acting in its own right or in association with representatives of another Christian Church:

(c) (i) to appoint, with the approval of the Bishop, a master —

(ii) to appoint other staff as the Board considers necessary or appropriate:

(iii) to regulate the terms upon which the master, staff and employees are employed.

(d) to present to Synod each year, through Diocesan Council, a report and an audited statement of accounts;

(e) to have the power to do what they consider necessary for the establishment, maintenance and regulation of the hall of residence and ancillary undertakings that they consider appropriate:

(f) to borrow money by bank overdraft or otherwise with or without security that the Board, in its discretion, deems appropriate in order to further the objects of this Diocesan Canon.

**5 Board may make regulations**

**(1)** The Board has the power to make regulations for the administration of this Diocesan Canon.

**(2)** Regulations must be approved by Diocesan Council and reported to Synod at its session next following their approval.